



FI\$Cal

Financial Information System for California

General Ledger Business Process Workshop (BPW)

October 21, 2014

Agenda

- FI\$Cal Project Overview
- Business Process Workshop Objectives and Approach
- FI\$Cal Solution Overview
- General Ledger – what is included, not included, in future waves
- Enter and Process Journals
 - Business Process Overview, Key Terms
 - Process Flows, Screenshots
 - End-User Roles
- Process Budget Journals
- Process Labor Distribution
- Process Allocations

Agenda

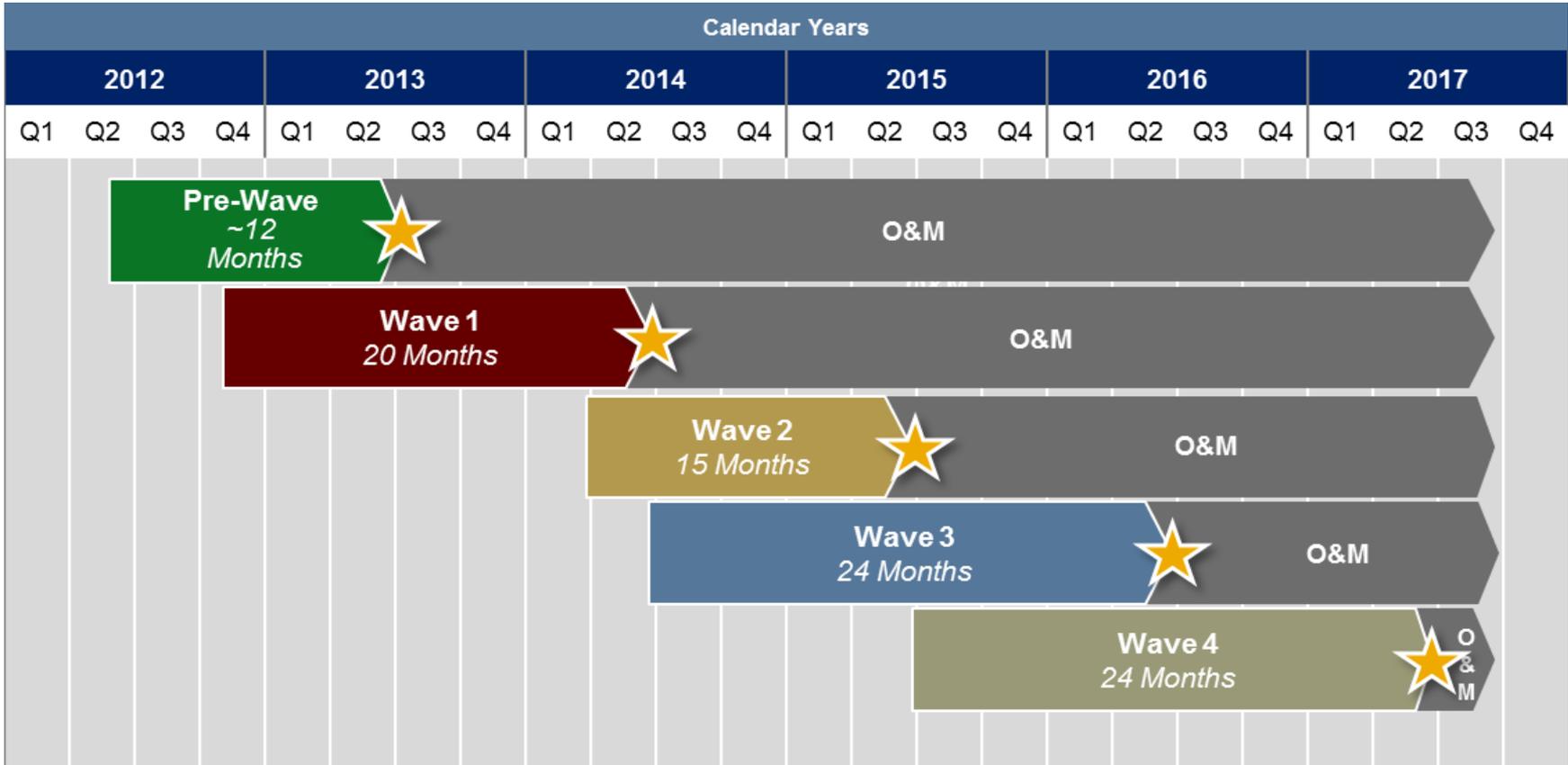
- Process Financial Statements
- Technology Considerations
- Change Impact Activity
- Business Process Workshop Next Steps

FI\$Cal Project Overview

- The Financial Information System for California (FI\$Cal) is a business transformation project for the State in the areas of budgeting, accounting, procurement, and cash management. The Project prepares the State to work in an integrated financial management system.

- California's Partner Agencies are working together to form the partnership to support FI\$Cal at the highest level:
 - Department of Finance (DOF)
 - Department of General Services (DGS)
 - State Controller's Office (SCO)
 - State Treasurer's Office (STO)

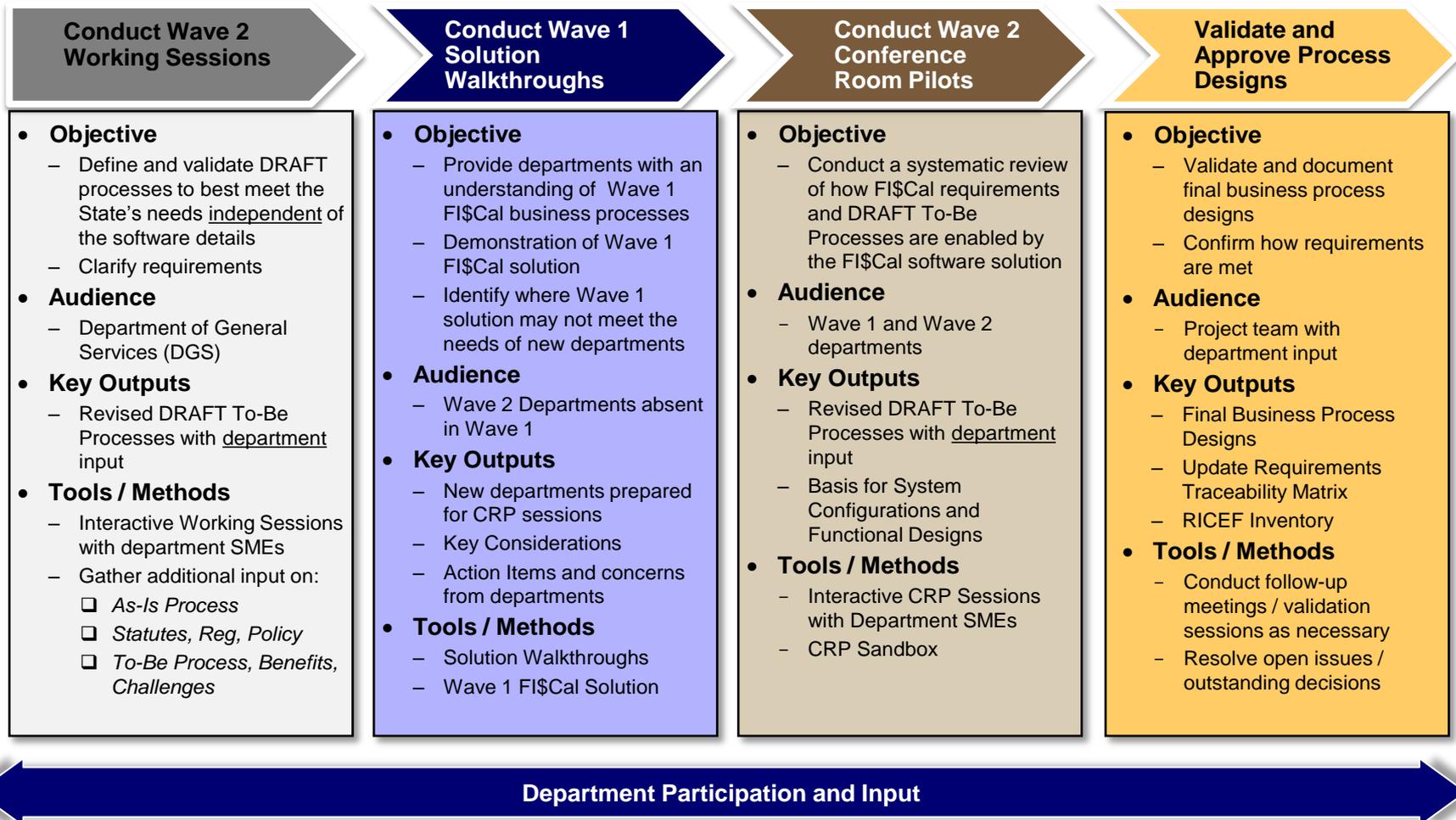
FI\$Cal Wave Timeline



BPW Objectives

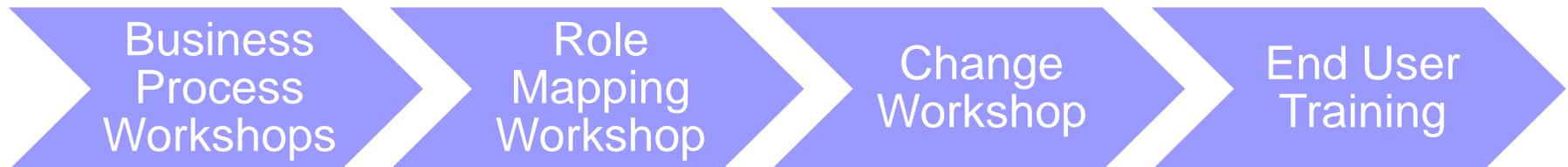
- The Business Process Workshops will provide:
 - An overview of the business process, including key terms and functionality being implemented
 - A list of changes with the “To-Be” business process
 - An opportunity to discuss and begin identifying department-specific changes and impacts
 - An explanation of Wave 2 end-user roles
 - A template to capture department-specific changes and impacts
 - An opportunity to begin thinking about updates to internal department processes

FI\$Cal Design Approach



What Comes Next?

- **Role Mapping Workshop** – Workshop to review the FI\$Cal Role Mapping Template, answer any questions about the roles presented in BPWs, and begin assigning end-user roles for Wave 2.
- **Change Workshop** – Workshop to help prepare managers and supervisors for conversations with department end users on the new FI\$Cal business processes and their FI\$Cal end-user roles
- **End-User Training** – Training for department end users that will need to use the System in their assigned FI\$Cal end-user roles



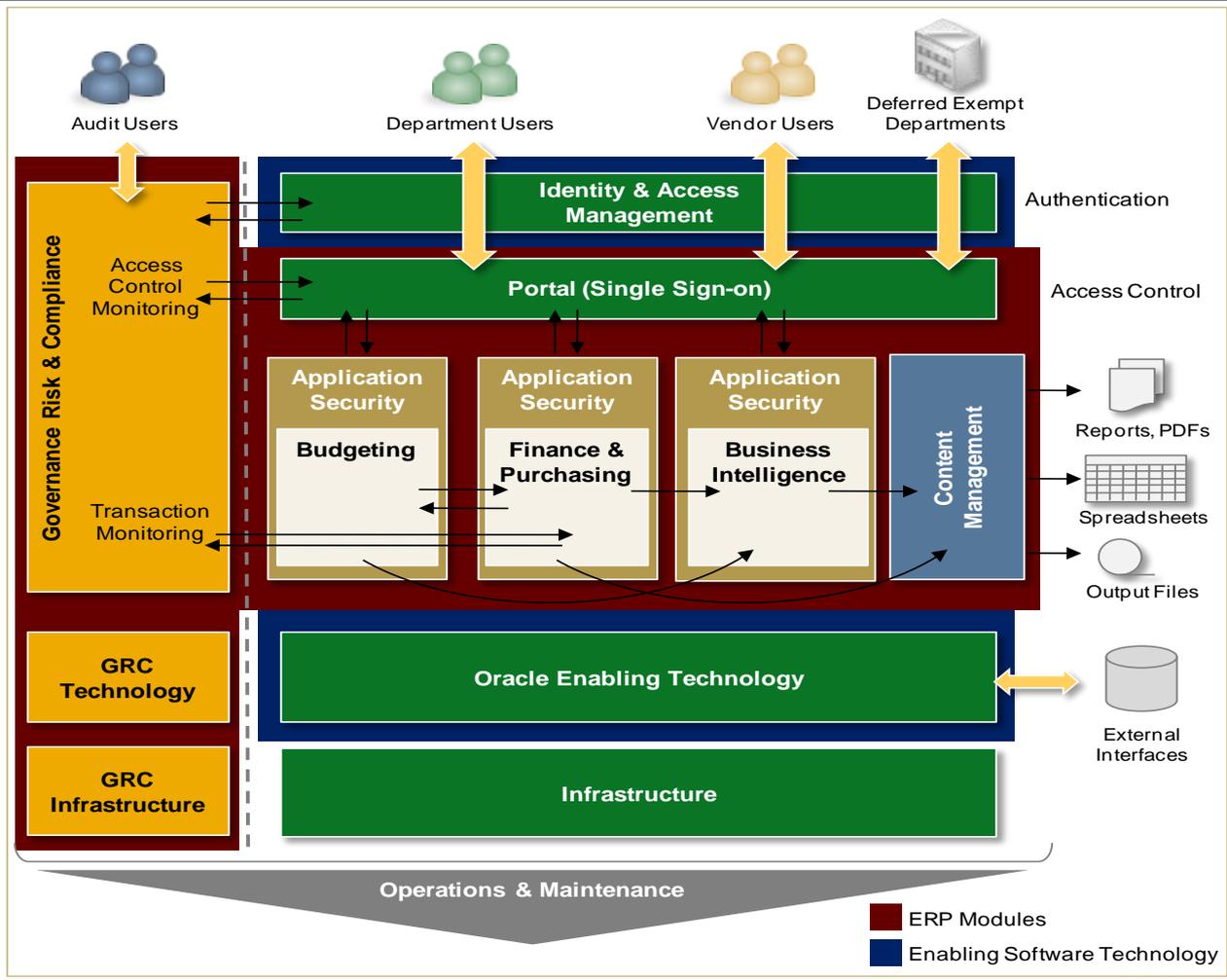
Ground Rules & Guiding Principles

- **Challenge** how the State does things today
- **Perspective** – Adopt a “Statewide” perspective
- **Silence is Consent** – Speak and share your thoughts
- **There are no Bad Questions** – Better to question, than assume
- **Consider Best Practices** and business process changes
- **Think of the data** and information you require

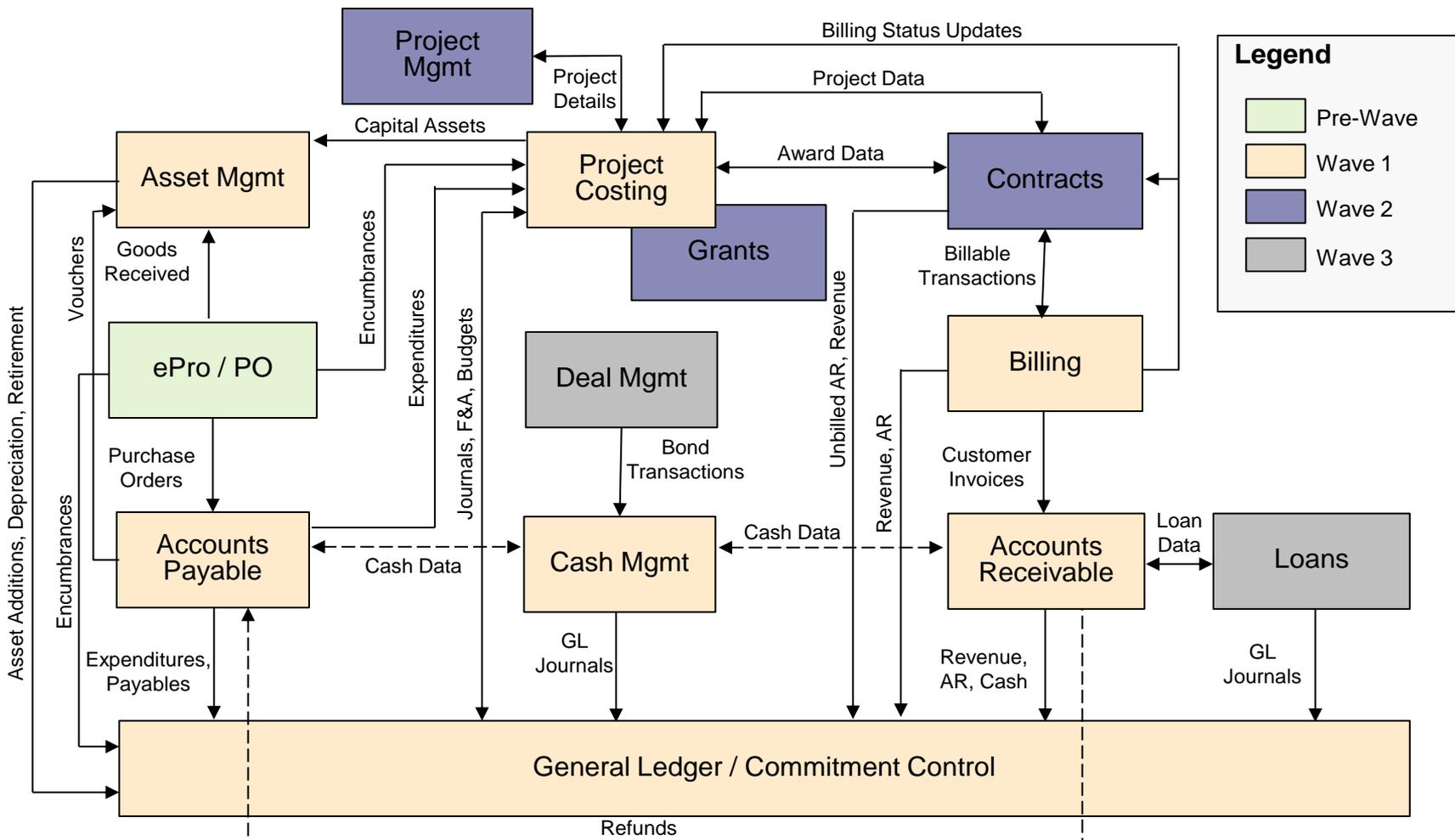
What You Should Take Away

- Process overview level understanding of the Wave 2 FI\$Cal business processes. For this session, the business processes are:
 - Enter and Process Journals
 - Process Labor Distribution
 - Process Allocations
 - Process Financial Statements
- BPW Change Impact Tool for your department used to identify and manage department-specific impacts
- Understanding of the FI\$Cal end-user roles for participation in the Wave 2 Role Mapping Workshop

FI\$Cal Solution Overview



FI\$Cal Accounting Solution



FI\$Cal Accounting Modules

- **Purchasing (PO)** – encumbrances
- **Accounts Payable (AP)** – expenditures
- **Accounts Receivable (AR)** and **Billing (BI)** – revenues and cash receipts
- **Cash Management (CM)** – transfers between bank accounts
- **Project Costing (PC)** – accumulates Project related transactions, creates entries to reclassify Project related expenditures (“Funds Distribution”) and to record project related revenue
- **Asset Management (AM)** – asset capitalization, depreciation and retirement entries (Accrual Adjustments ledger)
- **General Ledger (GL)** – adjustments, manual accruals, summarization of entries originating in other modules

Wave 1 FI\$Cal GL Highlights

- SCO Fiscal system continues to be the State's Book of Record for all departments, including those in FI\$Cal
- General Ledger balances will be maintained under three bases of accounting
 - Modified Accrual (*primary*)
 - Cash
 - Full Accrual
- Automated cost allocation functionality
- Labor Distribution functionality
- GL Journals are not subject to SCO approval in Waves 1 & 2

What is included in Wave 1

- The General Ledger (GL) is the repository for all financial transactions recorded across all FI\$Cal modules
- FI\$Cal General Ledger transactions originate within the GL module or other sub-modules (AP, AR, etc.)
- General Ledger financial reports will be created using posted journal data
- Payroll will be reconciled with SCO by the FI\$Cal Service Center before departments run Labor Distribution
- Activity Sheets may be uploaded into Labor Distribution from an Excel template
- Labor Distribution can be run incrementally as Activity Sheets are being entered or uploaded
- As payroll costs are distributed, Labor Distribution generates accounting entries to reverse the initial, summary-level payroll entry

What is included in Wave 2

- No significant additional General Ledger (GL) functionality will be implemented in Wave 2

Enter and Process Journals Overview

- The Enter and Process Journals business process includes all activities related to the entry, validation, approval and posting of General Ledger journals
- Departments may choose to require online approvals of their journals by departmental managers
 - SCO will continue to approve journals for FI\$Cal departments in the SCO system using the current transaction request process
 - Journals must pass the Journal Edit and Budget Check processes before being eligible for approval and posting

Journals – Key Terms (1 of 2)

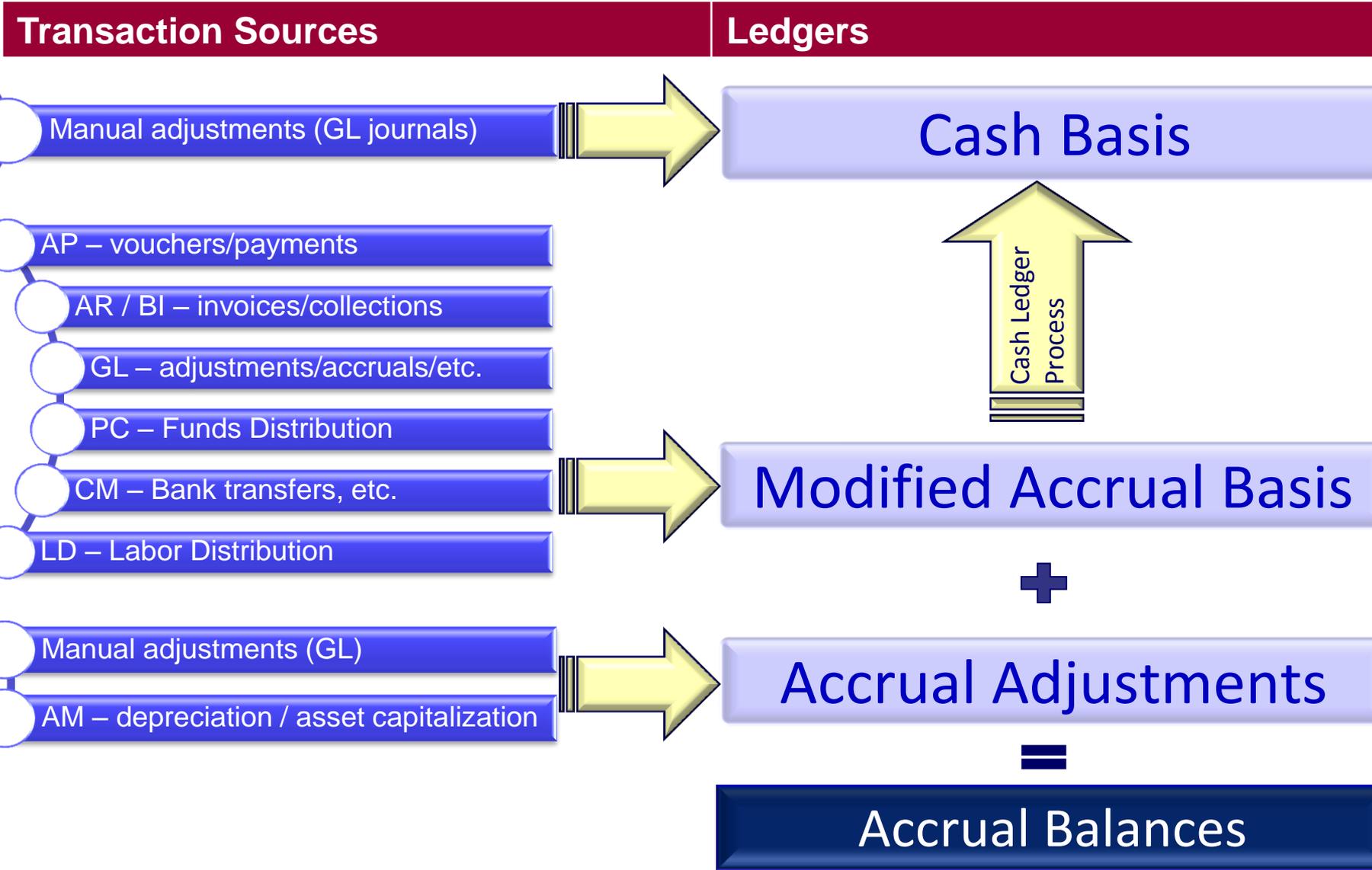
Term	Definition
Subsystem Journal Entry	Accounting entries from FI\$Cal subsystems (AP, AR, LD, PC, CM, AM) are summarized and posted in the General Ledger as journals
Manual Journal Entry	Journals entered online. These are typically used for month/year end adjustments, error corrections and manual accruals.
Spreadsheet Journal Entry	Journals created via a user initiated upload process using a Microsoft Excel-based template.
General Ledger Business Unit	An organizational unit with a balanced set of books. A GL Business Unit will be defined for each Org Code to which appropriations are made.

Journals – Key Terms (2 of 2)

Term	Definition
ChartField	An accounting classification code (Fund, Program, etc.). Similar in usage to existing UCM codes.
ChartField Combination	The combination ChartField <i>values</i> present in a single accounting entry or in a ledger. For example, Org 0820, Fund 0001 and Program 1234.
Journal Edit Process	A background process that validates GL journals for conditions such as invalid ChartField values, closed accounting periods and unbalanced entries.
Budget Check Process	A background process that validates GL journals for budgetary compliance, i.e. spending authority.
Journal Post Process	A background process that updates a ledger with amounts from a valid, approved journal.

Journals & Ledgers

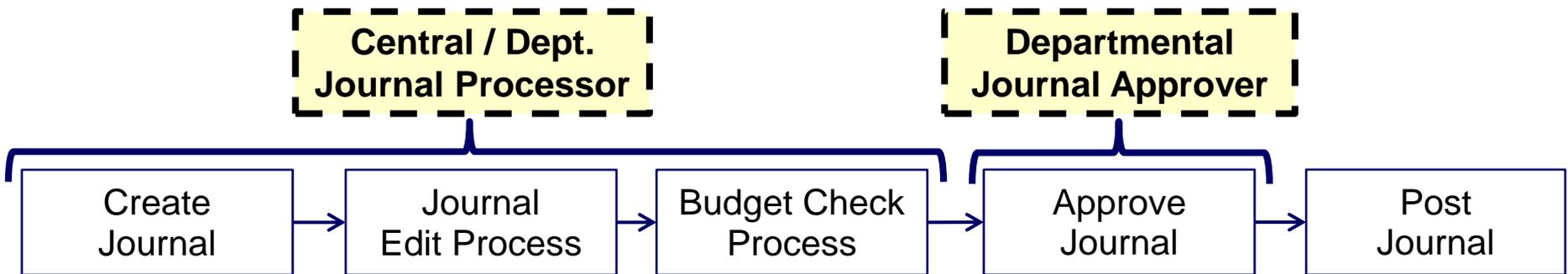
Journals					
Journal ID	GL BU	Account	Fund	Program	Amount
ABC1234567	7760	Out of State Travel	1000	1234	5,000
		In State Travel	1000	1234	(5,000)
9552222222	0820	Exhibits	0001	5544	10,000
		Conferences	0001	5544	(10,000)
XYZ9876543	7760	In State Travel	1000	1234	2,000
		Out of State Travel	1000	1234	(2,000)
1500000001	0820	Exhibits	1000	3200	15,000
		Conferences	1000	3200	(15,000)
					
Ledger					
GL BU	Account	Fund	Program	Amount	
7760	Out of State Travel	1000	1234	3,000	
7760	In State Travel	1000	1234	(3,000)	
0820	Exhibits	0001	5544	10,000	
0820	Conferences	0001	5544	(10,000)	
0820	Exhibits	1000	3200	15,000	
0820	Conferences	1000	3200	(15,000)	



Journals Department Roles

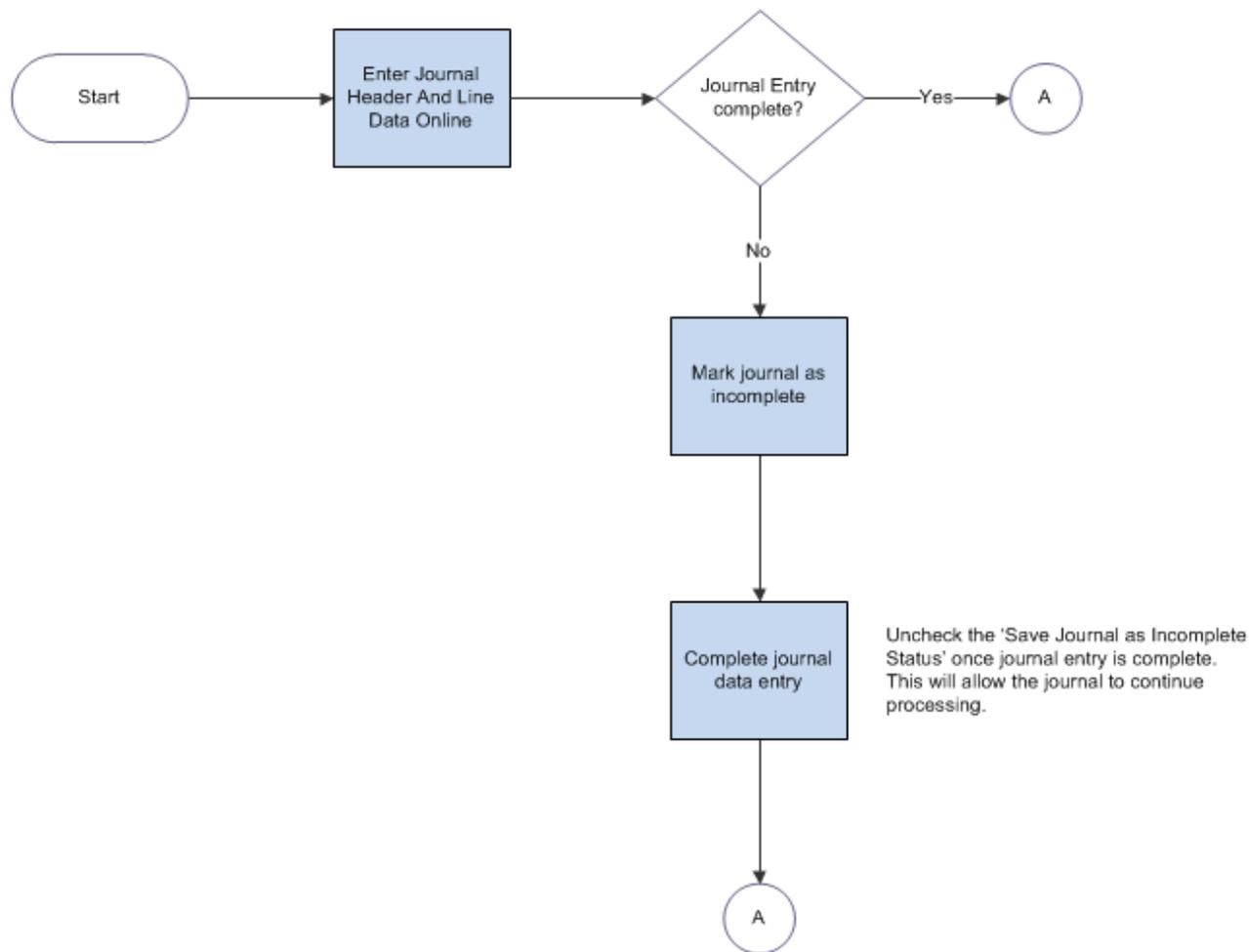
FI\$Cal End-User Role	Description
Department GL Journal Processor	The department end user who will create journals in the Modified Accrual ledger, run online Edit Check, run online Budget Check, and submit to the journal approval process
Department GL Journal Approver 1	The department end user who is responsible for the first level approval of department journals from a pooled worklist
Department GL Journal Approver 2	The department end user who is responsible for the second level approval of department journals from a pooled worklist

Enter and Process Journals

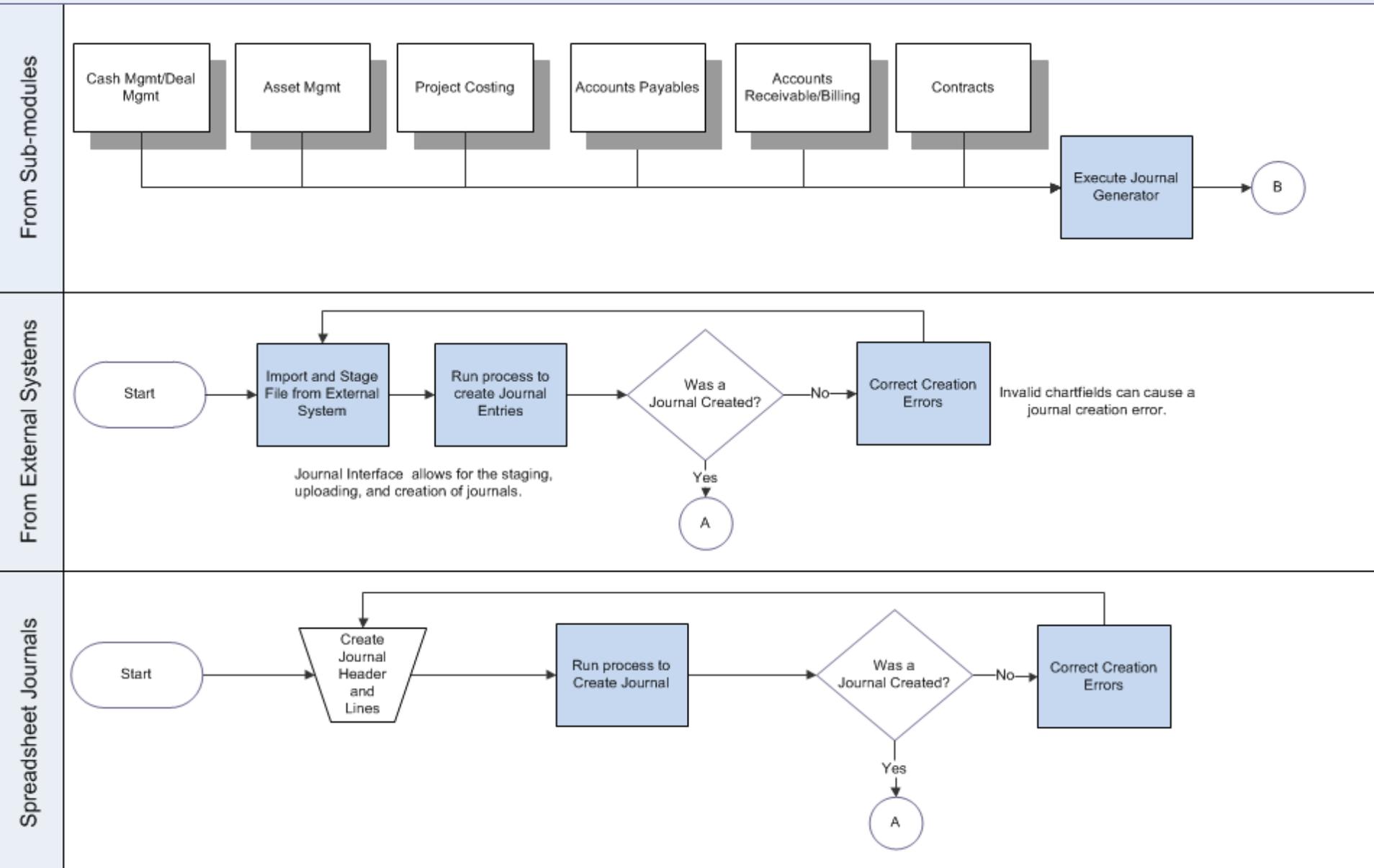


Key Points

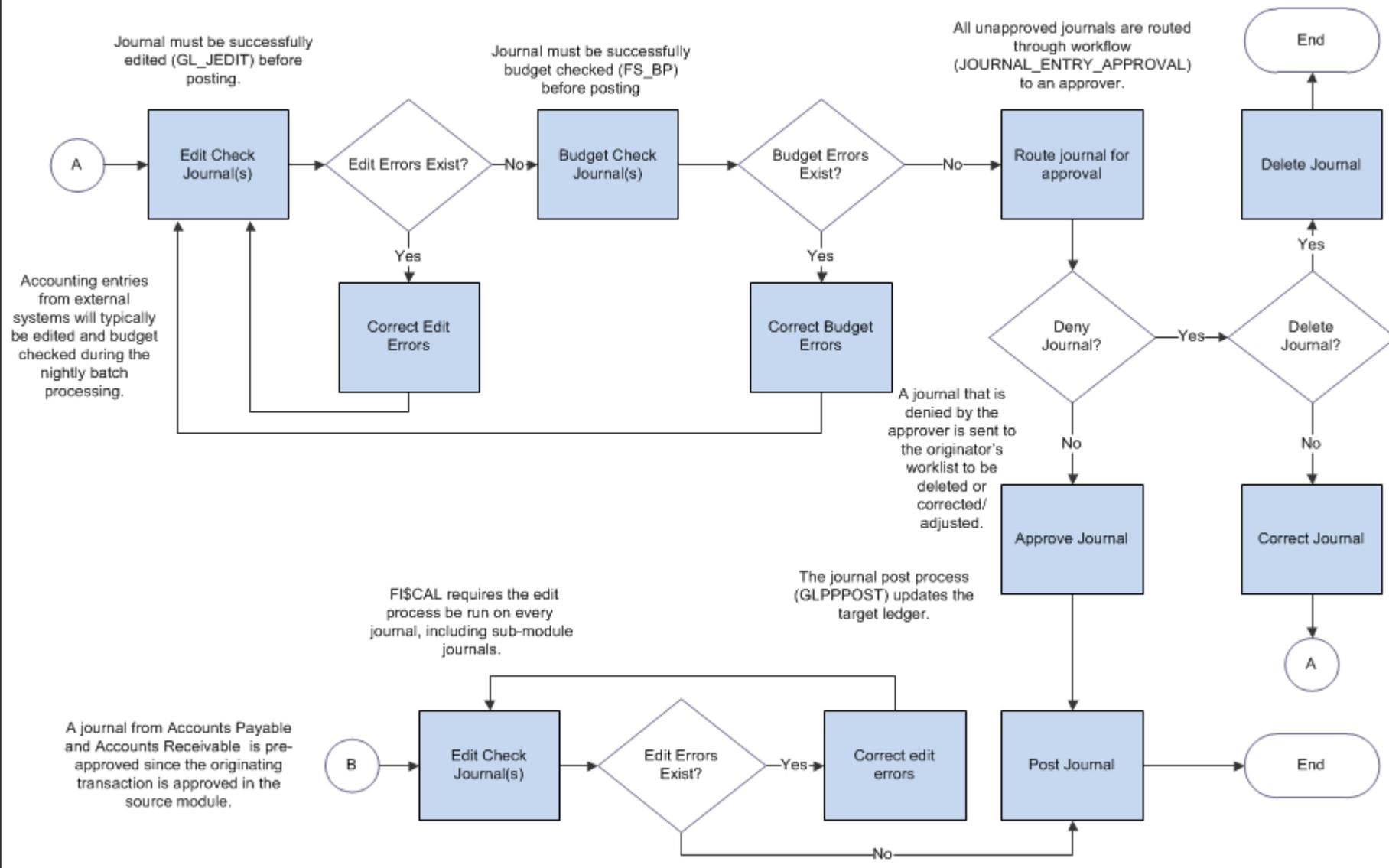
- Posted journals update ledger totals
- Journals must pass the Journal Edit and Budget Check processes to be eligible for approval and posting
- Departments decide if their journals require approval to post
- SCO will be involved in journal approval in *Wave 3* and later



GL Enter and Process Journals - Create Batch Journals



Journal Processor/Approver/Batch Processing



Header | Lines | Totals | Errors | Approval

Unit: 3980

Journal ID: NEXT

Date: 05/15/2014

Long Description:

Journal for Wave 2 Solution Walkthrough 

*Ledger Group:

MODACCRL 

Adjusting Entry:

Non-Adjusting Entry 

Ledger:



Fiscal Year:

2013

*Source:

ONL 

Period:

11

Reference Number:

ADB Date:

05/15/2014

Journal Class:



Transaction Code:

GL 

Auto Generate Lines

Save Journal Incomplete Status

Autobalance on 0 Amount Line

SJE Type:

Currency Defaults: USD / CRRNT / 1

Attachments (0)

Commitment Control

Reversal: Do Not Generate Reversal

Entered By:

Z_FUNC_SUPER_USER Function Super User

Entered On:

Last Updated On:

Header

Lines

Totals

Errors

Approval

Unit: 3980

Journal ID: NEXT

Date: 05/15/2014

Long Description:

Journal for Wave 2 Solution Walkthrough

*Ledger Group:

MODACCRL

Adjusting Entry:

Non-Adjusting Entry

Ledger:

Fiscal Year:

2013

*Source:

ONL

Period:

11

Reference Number:

ADB Date:

05/15/2014

Journal Class:

Transaction Code:

GL

Auto Generate Lines

Save Journal Incomplete Status

Autobalance on 0 Amount Line

SJE Type:

Currency Defaults: USD / CRRNT / 1

Attachments (0)

Commitment Control

Reversal: Do Not Generate Reversal

Entered By:

Z_FUNC_SUPER_USER Function Super User

Entered On:

Last Updated On:

Header | Lines | Totals | Errors | Approval

Unit: 3980

Journal ID: NEXT

Date: 05/15/2014

Long Description:

Journal for Wave 2 Solution Walkthrough 

***Ledger Group:** MODACCRL 

Adjusting Entry: Non-Adjusting Entry 

Ledger: 

Fiscal Year: 2013

*Source: ONL 

Period: 11

Reference Number:

ADB Date: 05/15/2014

Journal Class: 

Transaction Code: GL 

- Auto Generate Lines
- Save Journal Incomplete Status
- Autobalance on 0 Amount Line

SJE Type: 

Currency Defaults: USD / CRRNT / 1

Attachments (0)

Commitment Control

Reversal: Do Not Generate Reversal

Entered By: Z_FUNC_SUPER_USER Function Super User

Entered On:

Last Updated On:

Header

Lines

Totals

Errors

Approval

Unit: 3980

Journal ID: NEXT

Date: 05/15/2014

Long Description:

Journal for Wave 2 Solution Walkthrough

*Ledger Group:

MODACCRL

Adjusting Entry:

Non-Adjusting Entry

Ledger:

Fiscal Year:

2013

*Source:

ONL

Period:

11

Reference Number:

ADB Date:

05/15/2014

Journal Class:

Transaction Code:

GL

Auto Generate Lines

Save Journal Incomplete Status

Autobalance on 0 Amount Line

SJE Type:

Currency Defaults: USD / CRRNT / 1

Attachments (0)

Commitment Control

Reversal: Do Not Generate Reversal

Entered By:

Z_FUNC_SUPER_USER Function Super User

Entered On:

Last Updated On:

Header | Lines | Totals | Errors | Approval

Unit: 3980

Journal ID: NEXT

Date: 05/15/2014

Long Description:

Journal for Wave 2 Solution Walkthrough

*Ledger Group:

MODACCRL

Adjusting Entry:

Non-Adjusting Entry

Ledger:

Fiscal Year:

2013

*Source:

ONL

Period:

11

Reference Number:

ADB Date:

05/15/2014

Journal Class:

Transaction Code:

GL

Auto Generate Lines

Save Journal Incomplete Status

Autobalance on 0 Amount Line

SJE Type:

Currency Defaults: USD / CRRNT / 1

Attachments (0)

Commitment Control

Reversal: Do Not Generate Reversal

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MODACCRL

Adjusting Entry:

Non-Adjusting Entry

Ledger:

Fiscal Year:

2013

*Source:

ONL

Period:

11

Reference Number:

ADB Date:

05/15/2014

Journal Class:

Transaction Code:

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SJE Type:

Currency Defaults: USD / CRRNT / 1

Attachments (0)

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Journal for Wave 2 Solution Walkthrough

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Ledger:

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2013

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ONL

Period:

11

Reference Number:

ADB Date:

05/15/2014

Journal Class:

Transaction Code:

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SJE Type:

Currency Defaults: USD / CRRNT / 1

Attachments (0)

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Reversal: Do Not Generate Reversal

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Approval

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Date: 05/15/2014

Long Description:

Journal for Wave 2 Solution Walkthrough

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MODACCRL

Adjusting Entry:

Non-Adjusting Entry

Ledger:

Fiscal Year:

2013

*Source:

ONL

Period:

11

Reference Number:

ADB Date:

05/15/2014

Journal Class:

Transaction Code:

GL

Auto Generate Lines

Save Journal Incomplete Status

Autobalance on 0 Amount Line

SJE Type:

Currency Defaults: USD / CRRNT / 1

Attachments (0)

Commitment Control

Reversal: Do Not Generate Reversal

Entered By:

Z_FUNC_SUPER_USER Function Super User

Entered On:

Last Updated On:

Header **Lines** Totals Errors Approval

Unit: 3980 Journal ID: NEXT Date: 05/15/2014

Template List

Change Values

Inter/IntraUnit

*Process:

- Edit Journal
- Budget Check Journal
- Copy Journal
- Delete Journal
- Edit / Pre-Check
- Edit Chartfield
- Edit Journal**
- Post Journal
- Print Journal (XMLP)
- Refresh Journal
- Submit Journal

Process

Personalize | Find | [?] | [grid]

Select	Line	*Unit	*Ledger	Account	Fund	ENY	Account	Alt Acct	Program
<input type="checkbox"/>	1	3980	MODACC		0001	2013	5108250	000000	3730000150
<input type="checkbox"/>	2	3980	MODACC		0001	2013	5108250	000000	3730000150

Lines to add: + - [calculator]

Personalize | Find | View All | [?] | [grid] First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
3980	2	1.00	1.00	N	N

Header **Lines** Totals Errors Approval

Unit: 3980 Journal ID: NEXT Date: 05/15/2014

Template List

Change Values

Inter/IntraUnit

*Process:

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- Budget Check Journal
- Copy Journal
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- Post Journal
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- Refresh Journal
- Submit Journal

Process

Personalize | Find | [?] | [grid]

Select	Line	*Unit	*Ledger
<input type="checkbox"/>	1	3980	MODACC
<input type="checkbox"/>	2	3980	MODACC

Fund	ENY	Account	Alt Acct	Program
0001	2013	5108250	000000	3730000150
0001	2013	5108250	000000	3730000150

Lines to add: + - [calculator]

Totals		Total Debits	Total Credits	Journal Status	Budget Status
Unit	Total Lines				
3980	2	1.00	1.00	N	N

Header **Lines** Totals Errors Approval

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Process

Personalize | Find | [?] | [grid]

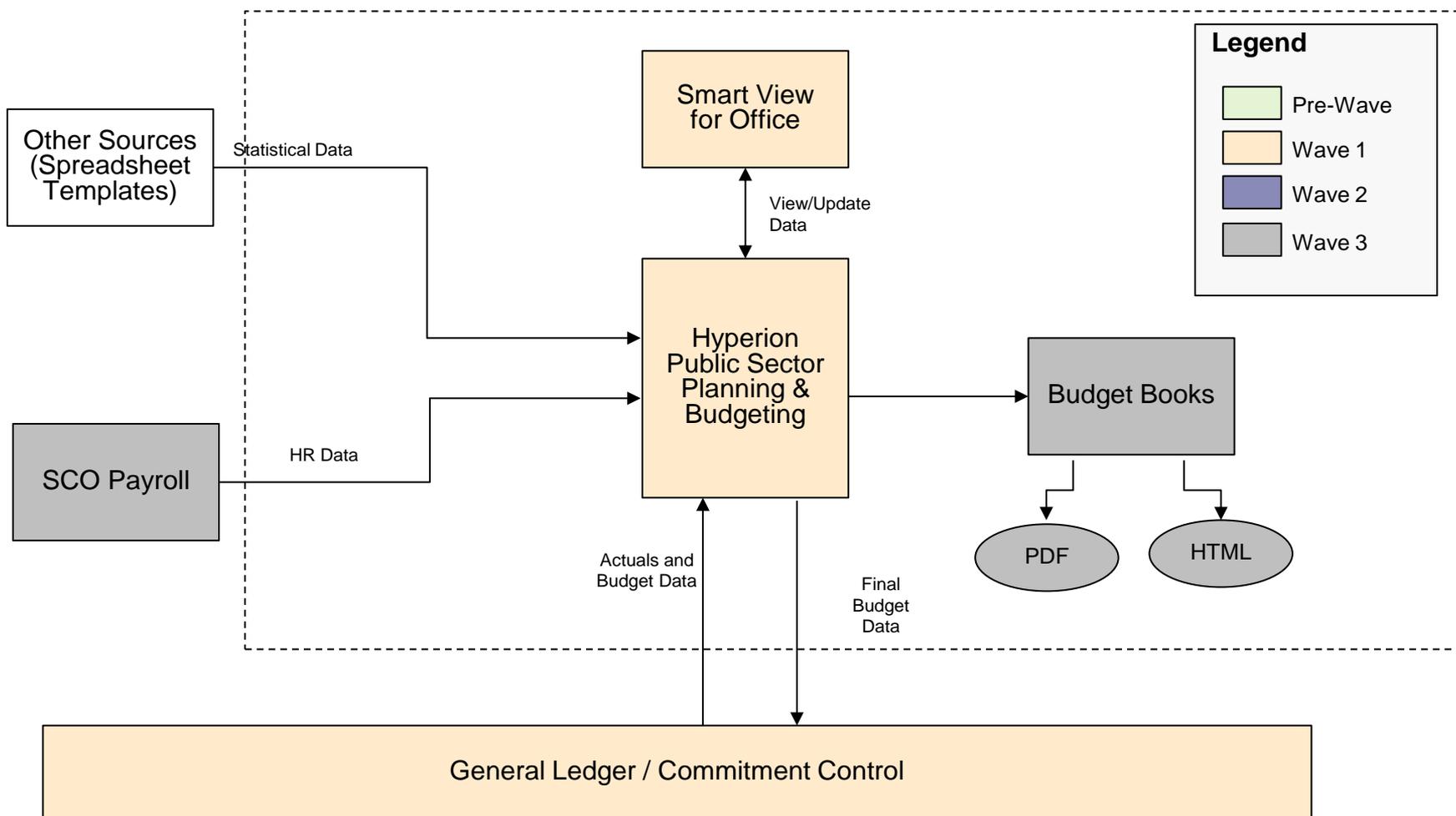
Select	Line	*Unit	*Ledger	Account	Fund	ENY	Account	Alt Acct	Program
<input type="checkbox"/>	1	3980	MODACC		0001	2013	5108250	000000	3730000150
<input type="checkbox"/>	2	3980	MODACC		0001	2013	5108250	000000	3730000150

Lines to add: + - [grid]

Personalize | Find | View All | [?] | [grid] First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
3980	2	1.00	1.00	N	N

FI\$Cal Budgeting Solution



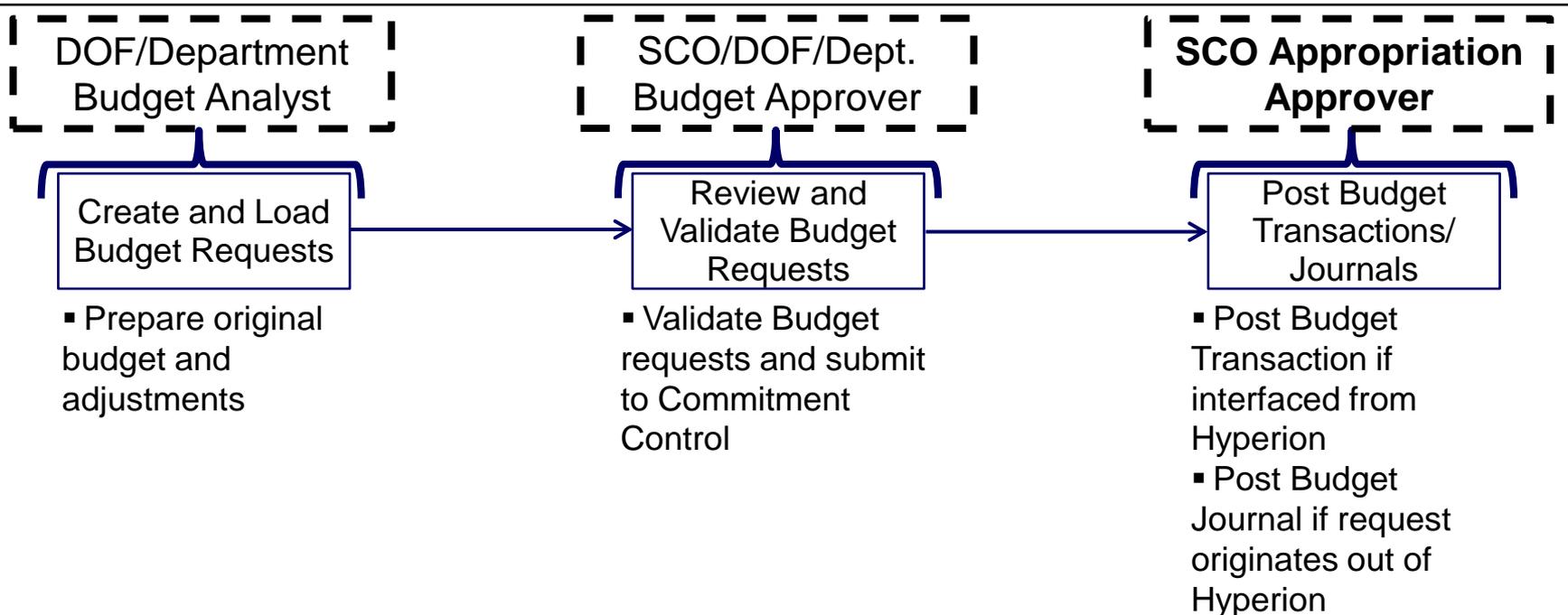
Budget Journals Overview

- The Create and Process Budget Journals business process provides for the recording of budgeted revenue and expenditure amounts. Transactions in all FI\$Cal modules are validated against these budgets.
- Budget balances will be converted for the Wave 2 departments
- Commitment Control allows for the establishment of spending authority at differing levels within state government
- Department of Finance will create and approve budget requests. These budget requests will be posted in Commitment Control to establish appropriation spending authority.
- Departments will create and approve budget requests. These budget requests will be posted in Commitment Control to establish department budget spending authority.
- Budget Adjustments will be created as a budget request in Hyperion

Budget Journals Key Terms

Term	Definition
Hyperion Planning and Budgeting	<p>The budget and planning system within the FI\$Cal solution which the Department of Finance and departments will use to create Appropriation budget requests.</p>
Budget Journal	<p>A journal containing one or more transactions of the same Budget Entry Type creating or modifying authorized budgeted amounts for a single Budget Definition. Departments will manage department level operating budgets with budget journals.</p>

Process Budget Journals



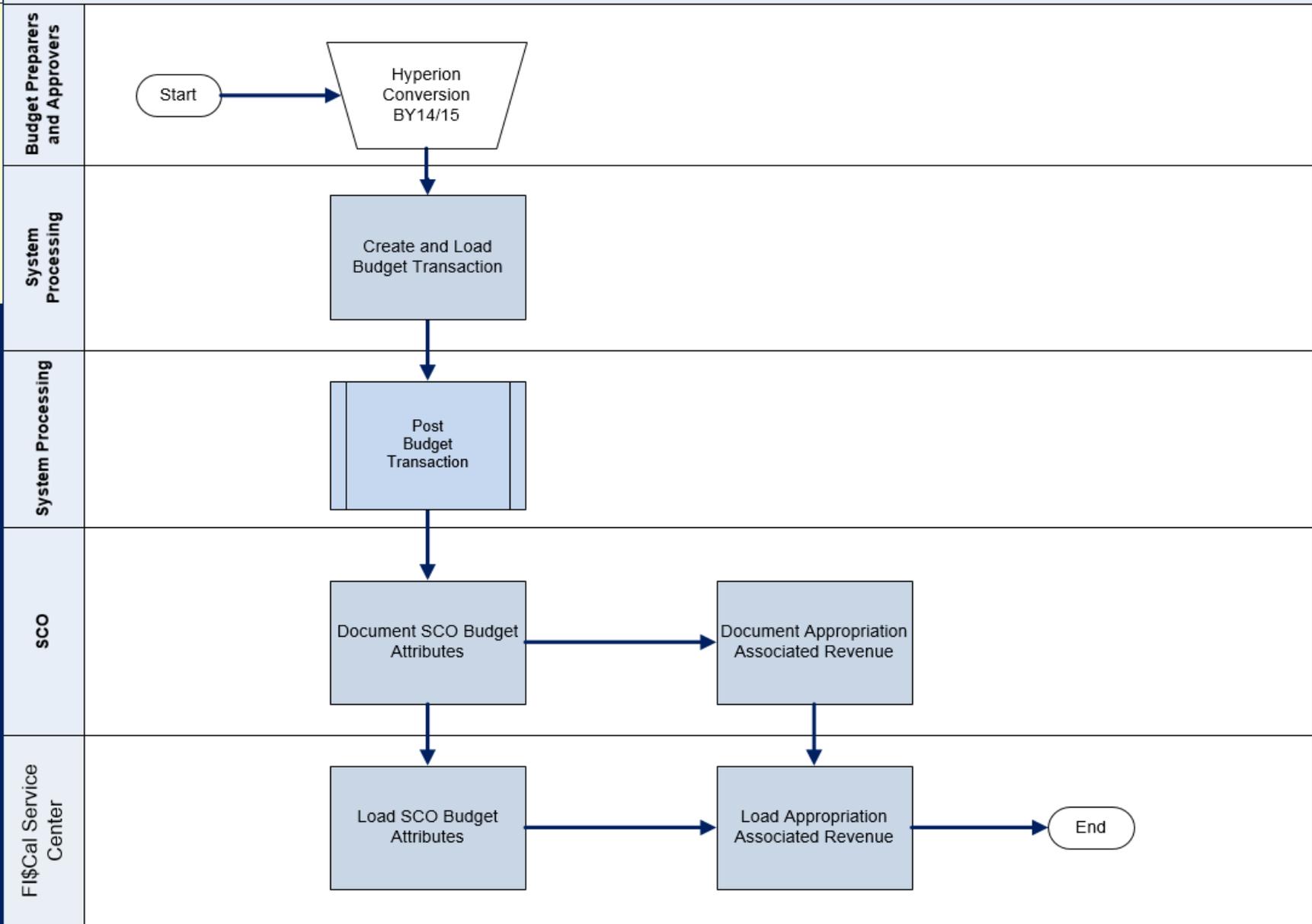
Key Impacts

- DOF and departments will initiate budget transactions in FI\$Cal
- SCO will approve amounts within Hyperion
- SCO can create and post budget journals in Commitment Control in the event of a no-budget situation or a statewide budget not utilizing Hyperion

GL – Hyperion/KK Integration

Hyperion

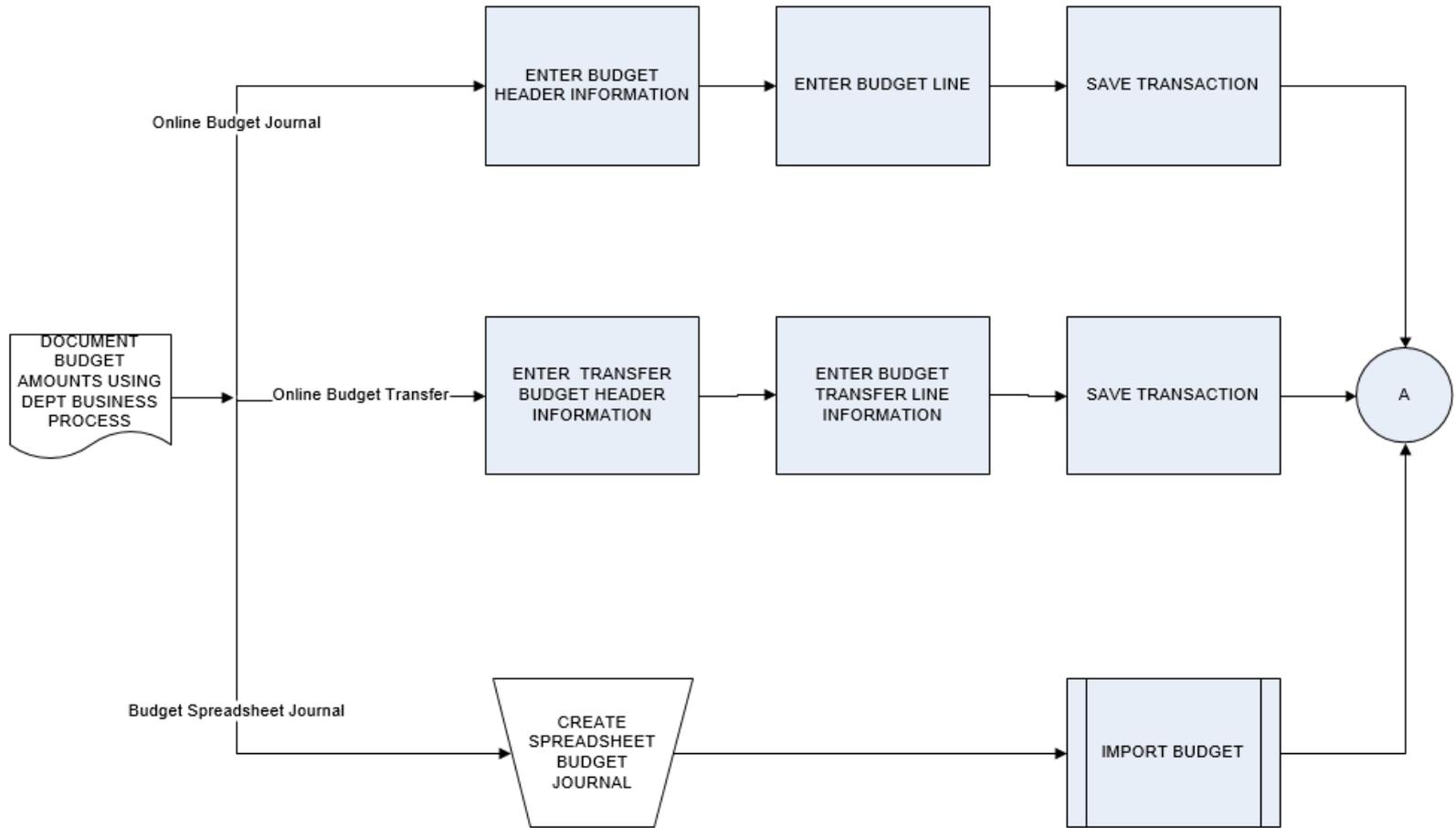
PeopleSoft

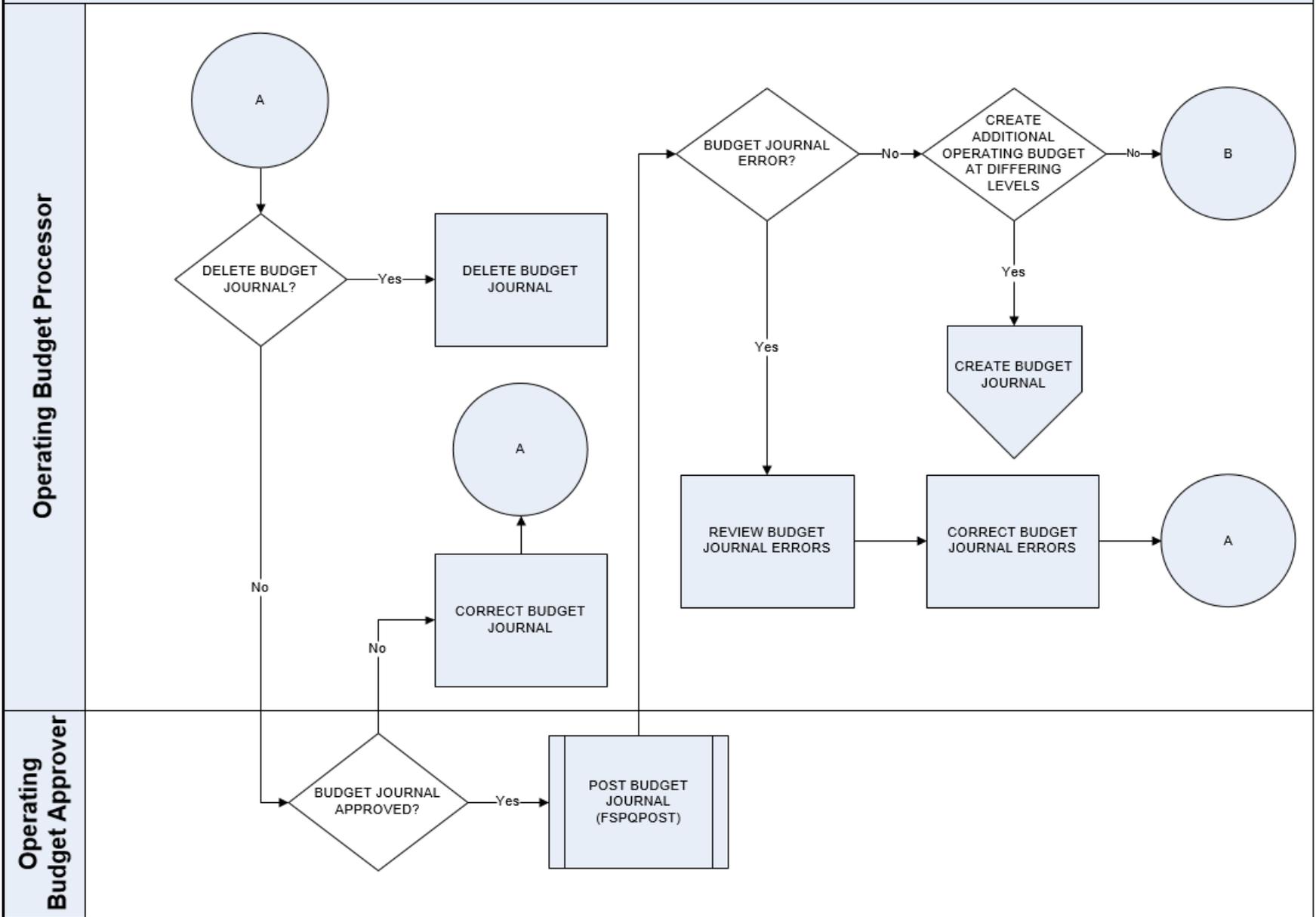


Operating Budgets Solution

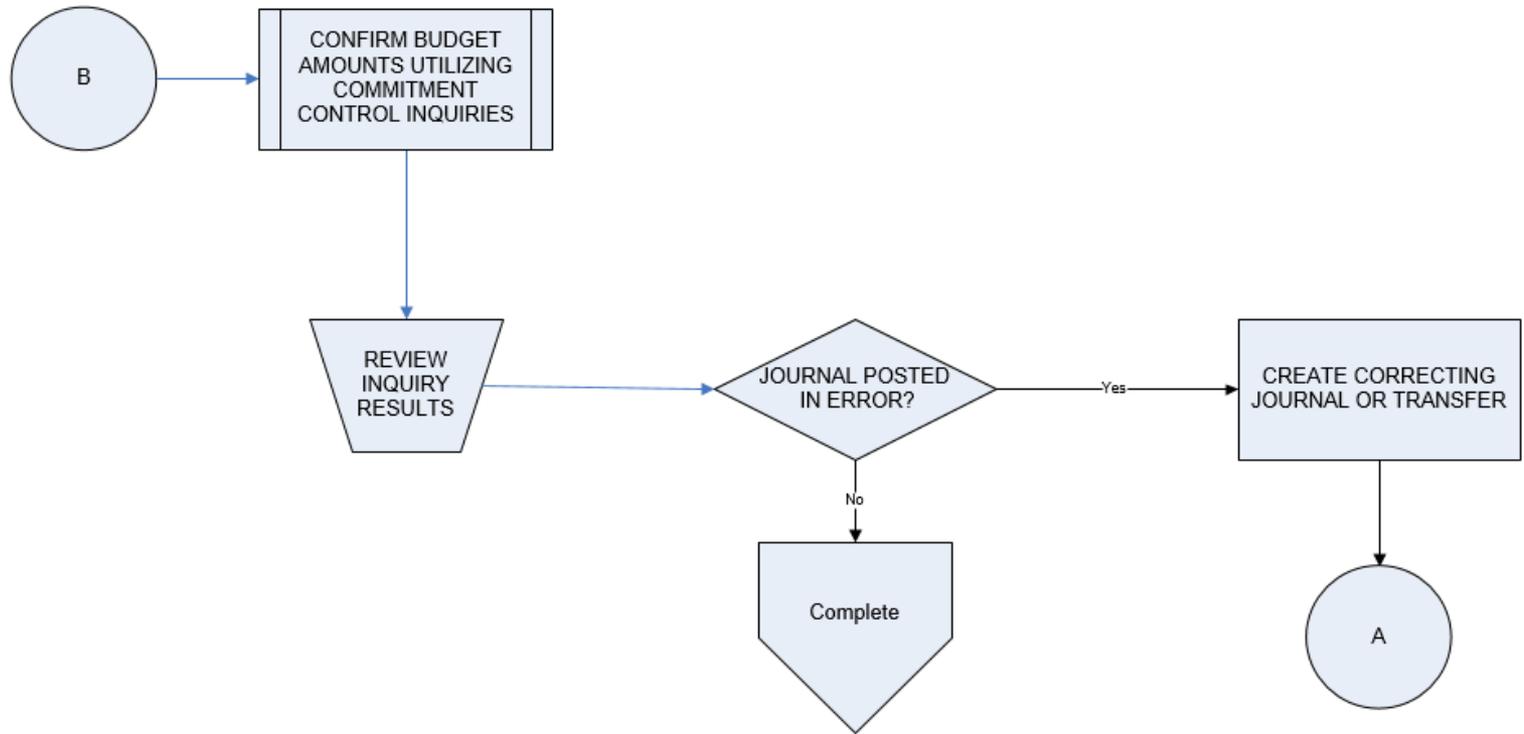
- Departments create operating budget using the same mechanism today (legacy budget creation)
- PeopleSoft Commitment Control module will have the appropriation budget from Hyperion; Departments record operating budgets into PeopleSoft online or upload via excel spreadsheet
- Level of detail for Operating Department is a department decision
- Departments can select from multiple types of expenditure and revenue budgets.
- Departments can select differing control options on each budget structure

Department Budget Processor





Operating Budget Approver/Processor





[Budget Header](#) |
 [Budget Lines](#) |
 [Budget Errors](#)

Unit:	3980	Journal ID:	NEXT	Date:	05/27/2014
*Ledger Group:	CC_DEPEXP1	Fiscal Year:	2013	Period:	11
Control ChartField:	Fund	*Currency:	USD	Rate Type:	CRRNT
Budget Header Status:	None	Exchange Rate:	1.00000000	Cur Effdt:	05/27/2014
*Budget Entry Type:	Original	Budget Type:	Expense	Attachments (0)	

Parent Budget Options

Generate Parent Budget(s)
 Use Default Entry Event
 Parent Budget Entry Type:

Long Description:

Alternate Description

Save Notify Refresh Add Update/Display

[Budget Header](#) |
 [Budget Lines](#) |
 [Budget Errors](#)



Budget Header | Budget Lines | Budget Errors

Unit: 3980 Journal ID: NEXT Date: 05/27/2014 Budget Header Status: None
*Process: Post Journal [dropdown] Process

Lines Personalize | Find | View All | First 1 of 1 Last

Chartfields and Amounts	Base Currency Details										
Delete	Line	Ledger	Budget Period	SpeedType	Approp Ref	Fund	ENY	Account	Program	Rptg Structure	
<input type="checkbox"/>	1	C_DEX1_BUD	2013		007	0001	2013	50	3730000100	39800200	

Lines to add: 1 [plus] [minus] Journal Line Copy Down From Line: [] To: [] Generate Budget Period Lines

Totals			
Total Lines:	1	Total Debits:	0.00
		Total Credits:	0.00

Save Notify Refresh Add Update/Display

Budget Header | Budget Lines | Budget Errors

Budget Journals Department Roles

FI\$Cal End-User Role	Description
Department Budget Approver	The department end user who is responsible for approval of the budget submission. The Department Budget Approver can edit, add, or remove data in planning units to which they have received permissions, and then can approve or reject the budget plan submission.
Department Budget Processor	The department end user who enters and submits budget plan data for approval, including budget requests. The Department Budget Processor will be able to view and use reports, documents, task lists, and department budgeting content.

Budget Journals Department Roles

FI\$Cal End-User Role	Description
Appropriation Viewer	The central and department end user who will allow users access to view Statewide Controlling budget information
Operating Budget Viewer	The central and department end user who will have access to view department level budgets using online inquiry screens

Labor Distribution Overview

- Gross payroll disbursements are initially recorded in the General Ledger as a lump sum, typically in a department's "Payroll Clearing Account"
- The Labor Distribution process creates accounting entries to reclassify (i.e. "distribute") the payroll costs at a lower level of detail based on department rules and (optionally) Activity Sheets
- As costs are distributed, the Labor Distribution process also creates accounting entries to reverse the original lump sum
- Departments address errors and rerun Labor Distribution as needed
- Departments enter Adjustment Activity Sheets to correct errors in previously recorded costs

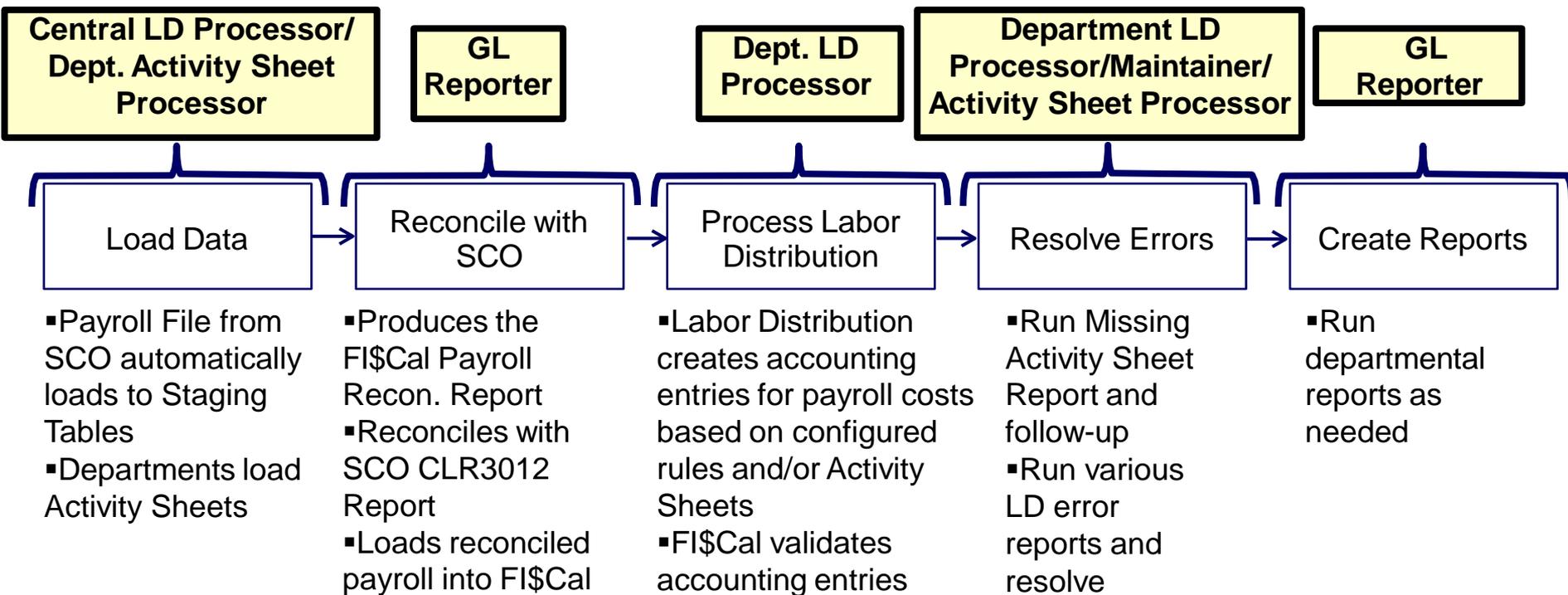
Labor Distribution Key Terms

Term	Definition
Employee Groups (Groups)	Employees within an Agency Code and Reporting Unit that share common characteristics, including default ChartField combinations and percentages for distributing their payroll costs.
Personal Activity Sheet (Activity Sheet or PAS)	The Labor Distribution (LD) term for timesheets. These identify the number of hours an employee or group of employees worked by type (e.g., regular, overtime) and by ChartField combination
Group Activity Sheet	Activity Sheet that includes all hours worked by the members of a group that are configured for group Activity Sheets

Labor Distribution Key Terms

Term	Definition
Adjustment Activity Sheet	Activity Sheet entered to adjust previously recorded payroll costs for either an individual or a group
Defaults	ChartField combinations for recording payroll costs. Defaults are configured at various levels and are used based on predefined hierarchies. Some defaults include multiple ChartField combinations and associated percentages for splitting costs across multiple funding sources.
Task IDs	Shortcut codes used to split payroll costs across ChartField combinations based on percentages. These simplify recording costs in ultimate funding sources. They are similar to SpeedCharts in A/P and CALSTARS PCAs. Like SpeedCharts, they are not recorded in accounting entries.

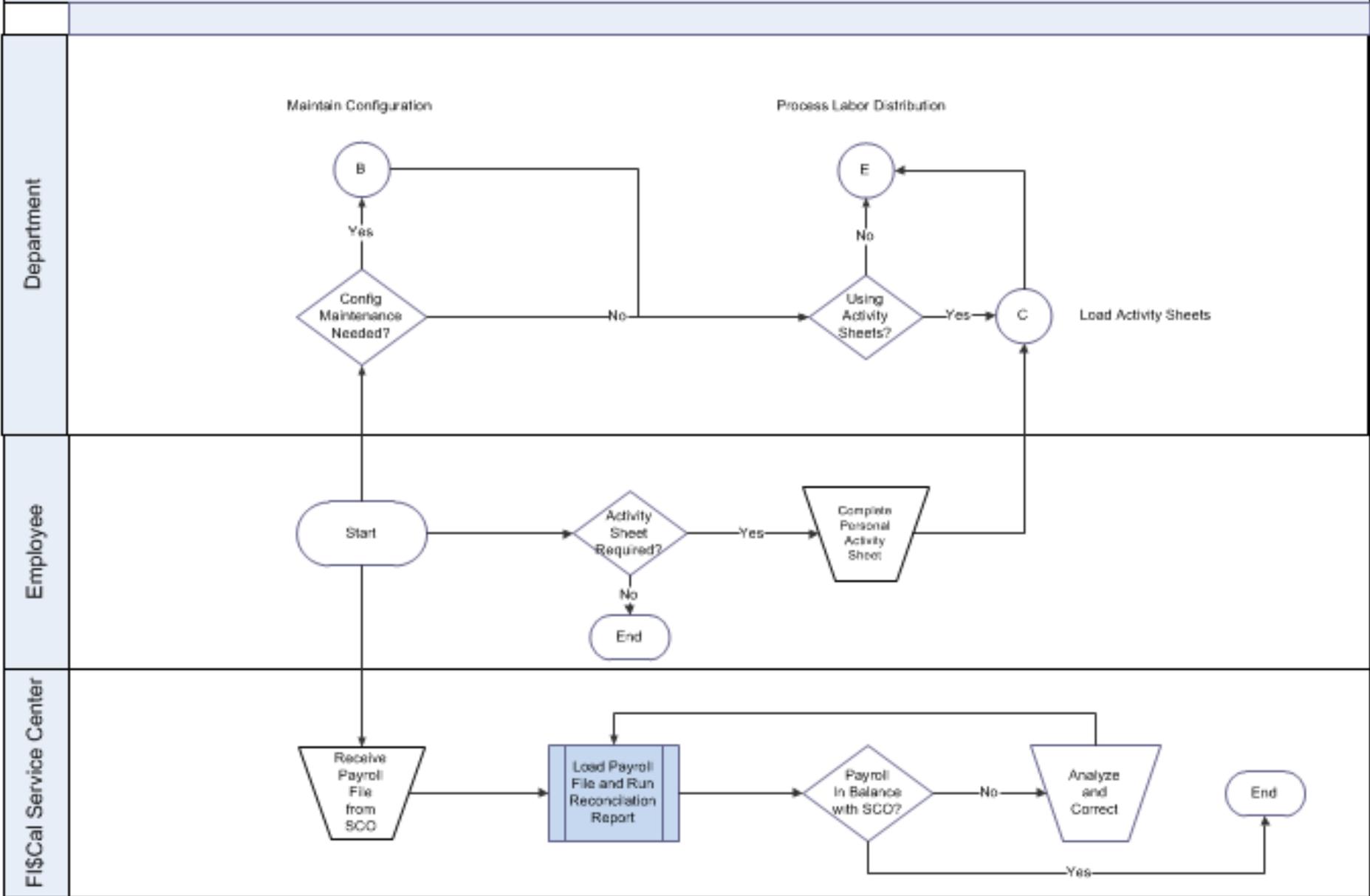
Process Labor Distribution



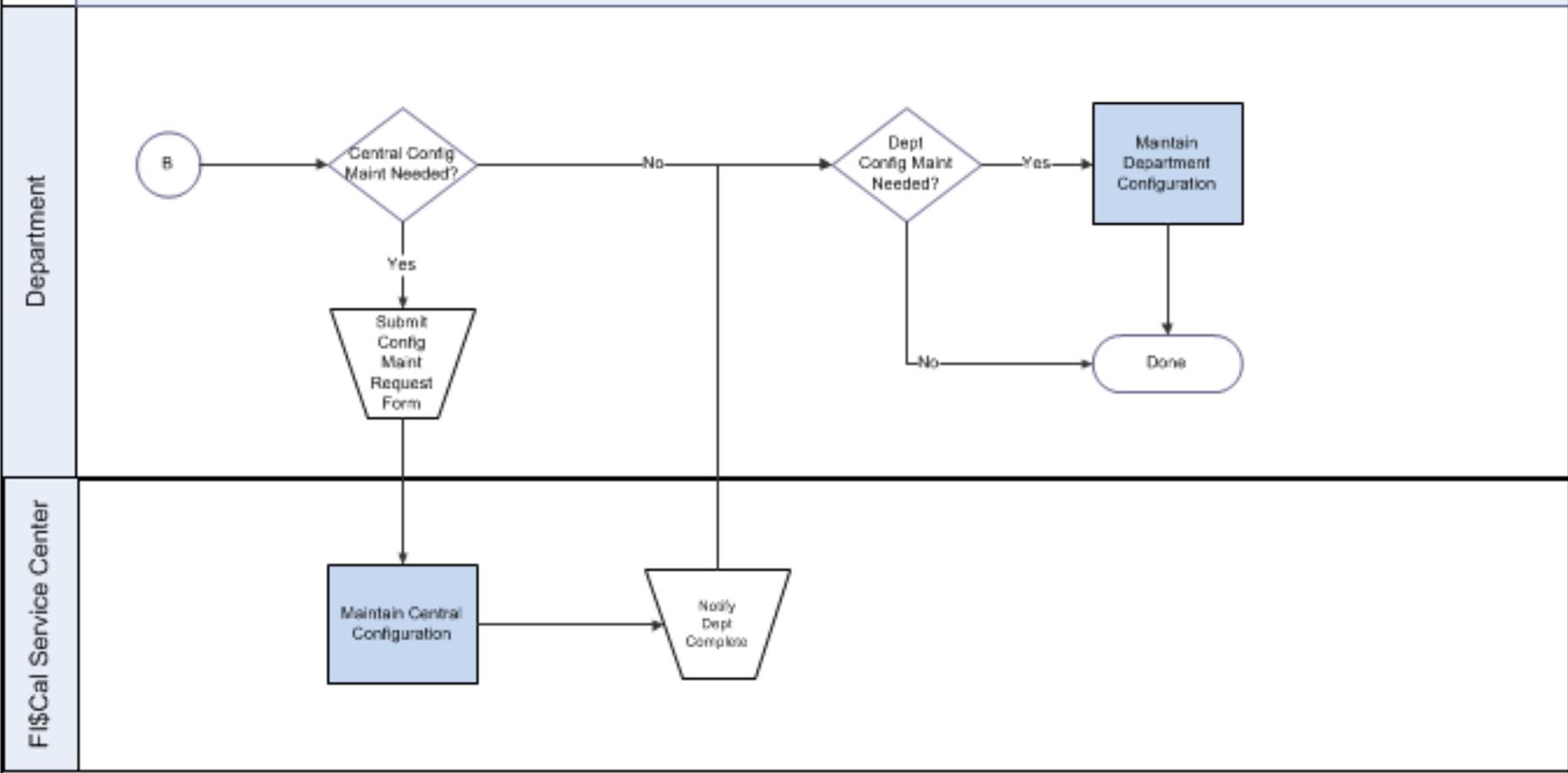
Key Impacts

- FI\$Cal provides three different methods for loading Activity Sheets
- Fiscal Service reconciles payroll with SCO before Labor Distribution is run

GL Enter and Process Labor Distribution – Prepare for Labor Distribution



GL Enter and Process Labor Distribution – Maintain Configuration





Options Defaults

Employee Options

SetID: 3980 Employee Id: 1000002
Last Name: Smith Middle Initial:
First Name: Timothy

Options Find First 1 of 1 Last

*Effective Date: 01/01/1901 *Status: Active
*Group Time Reporting?: No
*Group Default?: No
Reporting Structure: 39800300

Default Gross Pay Account
Account: 5105000
Alt Account: 0000000000

Employee Group ID
Payroll Agency Code:
Reporting Unit:

Individual Employee
Activity Sheet Required: No

Save Return to Search Notify Add Update/Display Include History Correct History



Options Defaults

Employee Options

SetID: 3980

Employee Id: 1000002

Last Name: Smith

First Name: Timothy

Middle Initial:

Effective Date: 01/01/1901

Status: Active

Percentage 100.00

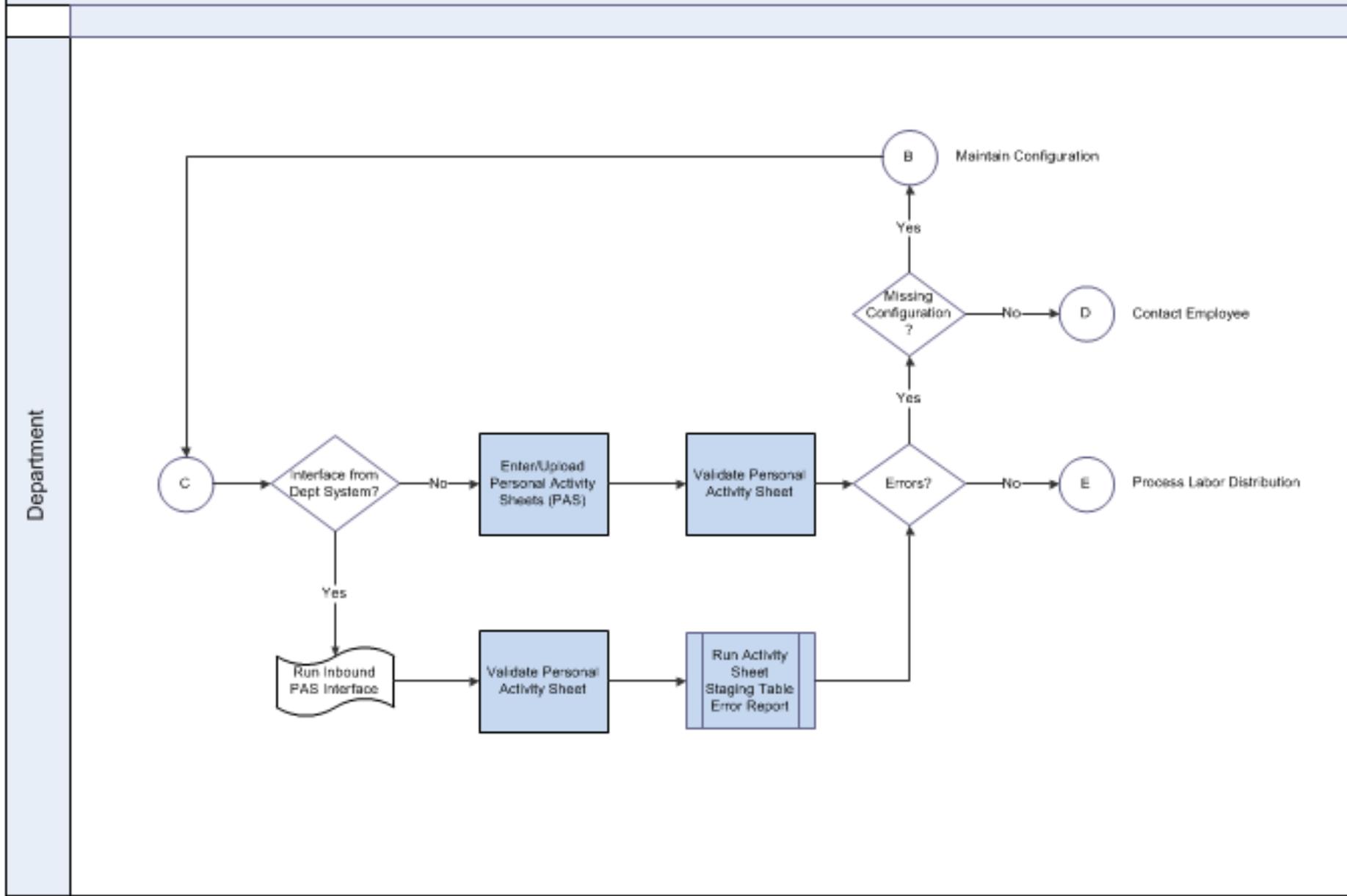
Personalize | Find | | First 1 of 1 Last

*Percent	Task ID	Reference	*Fund	ENY	Program
1 100.00	<input type="text"/>	003	0001	2013	373000010

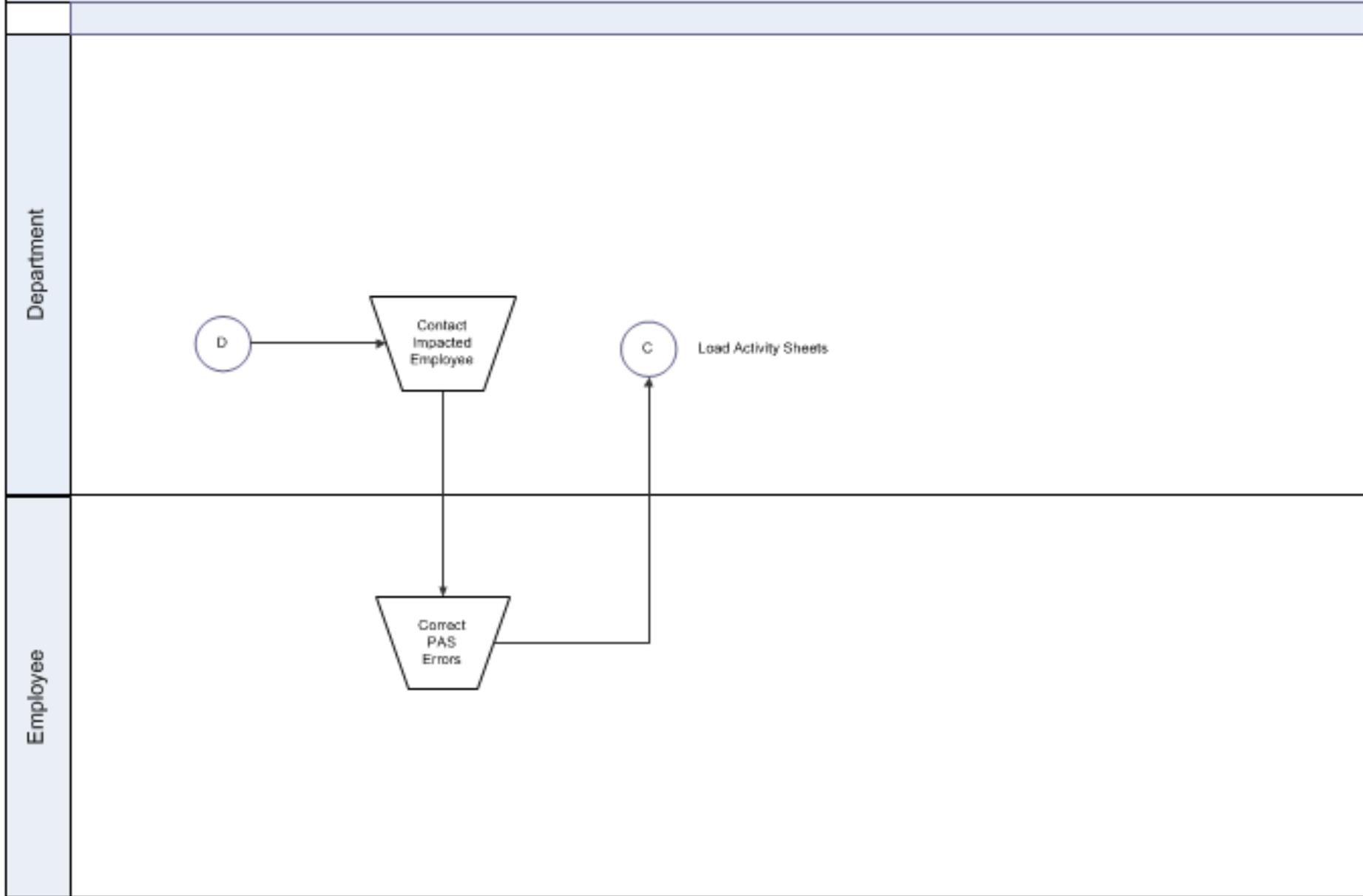
Save
 Return to Search
 Previous in List
 Next in List
 Notify
 Add
 Update/Display
 Include

Options | Defaults

GL Enter and Process Labor Distribution – Load Activity Sheets



GL - Enter and Process Labor Distribution – Correct Personal Activity Sheet Errors





Personal Activity Sheet

Delete

Business Unit: 3980 Calendar Year: 2014 Calendar Month: 4 Sequence Number: 1 Status: Not Processed

Employee ID: 1000002 OR Payroll Agency Code:

Last Name: Smith Reporting Unit:

First Name: Timothy Middle Initial: Group Description:

Submit Date: Time(HH:MM): *Total Activity Sheet Form Hours:

Total Hours Entered: 40.00

Difference: 0.00

Lines Find First 1 of 1 Last

Line Number: 1 *Hours: *Earnings Type: *Charge Default: ▾ Task ID

Distribution Lines

Personalize | Find First 1 of 1 Last

Distribution Line	Distribution Line Hours	Reference	*Fund	ENY	Program	PC Bus Unit	Project
1	1	0.00	<input type="text" value="004"/>	<input type="text" value="0001"/>	<input type="text" value="2013"/>	<input type="text" value="3730000130"/>	<input type="text"/>

Save Notify Refresh

Add Update/Display Include History Correct History

Personal Activity Sheet

Business Unit*:	<input type="text"/>	Payroll Agency Code~*:	<input type="text"/>
Employee Id*:	<input type="text"/>	Reporting Unit~*:	<input type="text"/>

Save

Update/Modify

Pay Period Year*:	<input type="text"/>	Pay Period Month*:	<input type="text"/>
Submit Date:	<input type="text"/>	Submit Time: (HH:MM)	<input type="text"/>

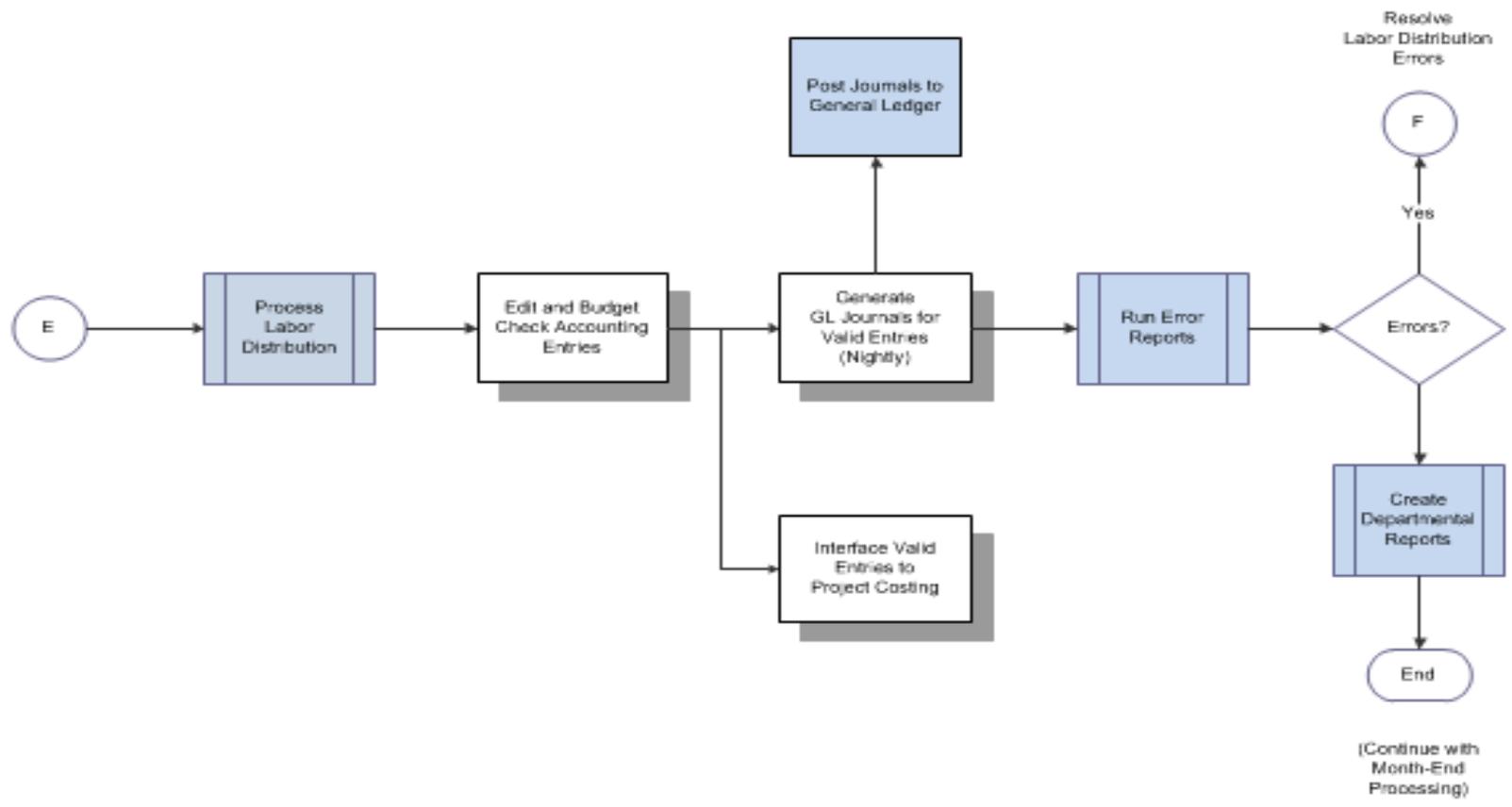
* Required field
~* Conditionally required field

Total Activity Hours*:	<input type="text"/>	Total Hours Entered:	0	Difference:	0
------------------------	----------------------	----------------------	---	-------------	---

Line Number*	Worked Hours*	Earnings Type*	Charge Default*	Task Id	Approp Reference ~*	Fund ~*	Year of Enactment ~*	Program Code ~*	PC Business Unit	Project ID	Activity ID	Source Type	Category	Sub category	Reporting Structure	Service Location	Agency Use
Unsign Nbr 5	Unsign Nbr (6.2)	Char 4	Char 1	Char 6	Char 8	Char 9	Char 6	Char 5	Char 5	Char 15	Char 15	Char 5	Char 5	Char 5	Char 10	Char 8	Char 10
1	<input type="text"/>																
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
11																	

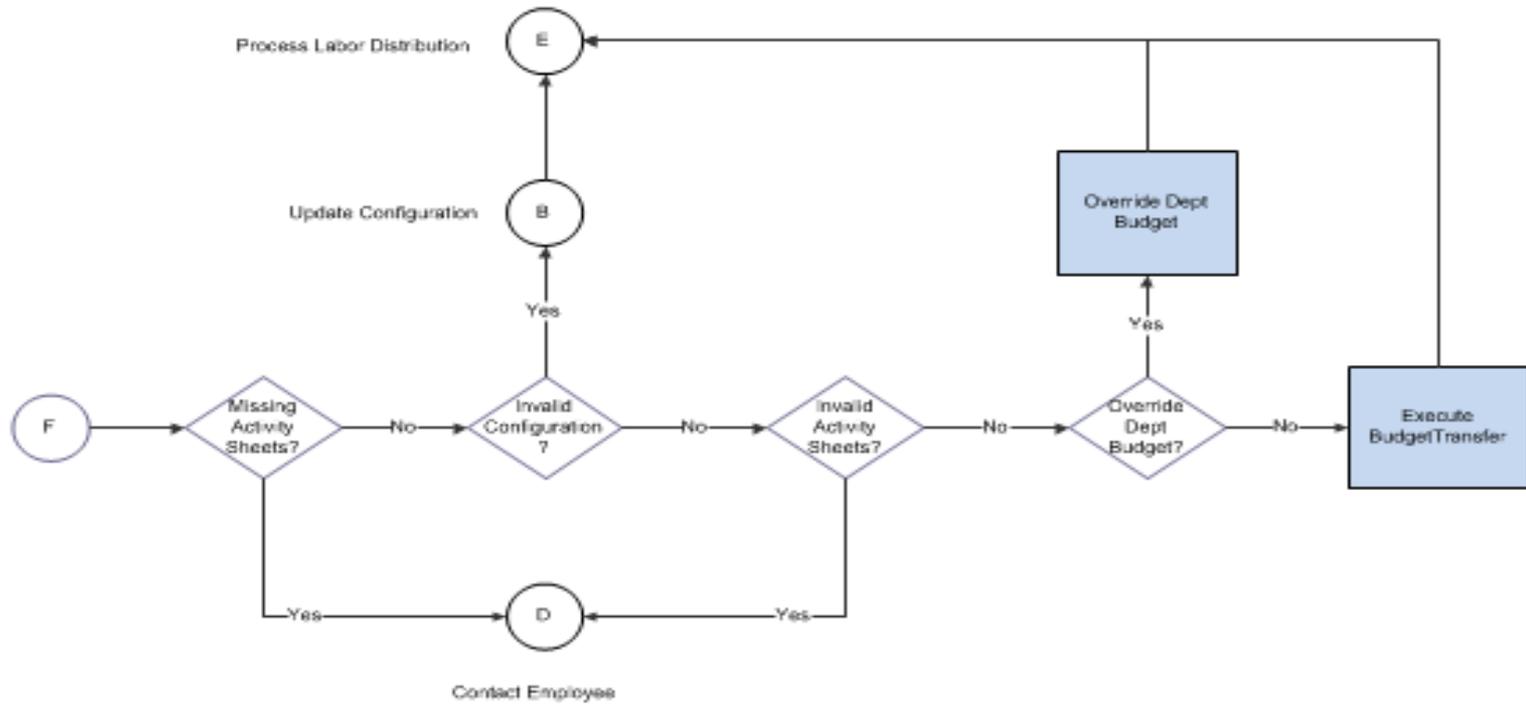
GL Enter and Process Labor Distribution – Process Labor Distribution

Department

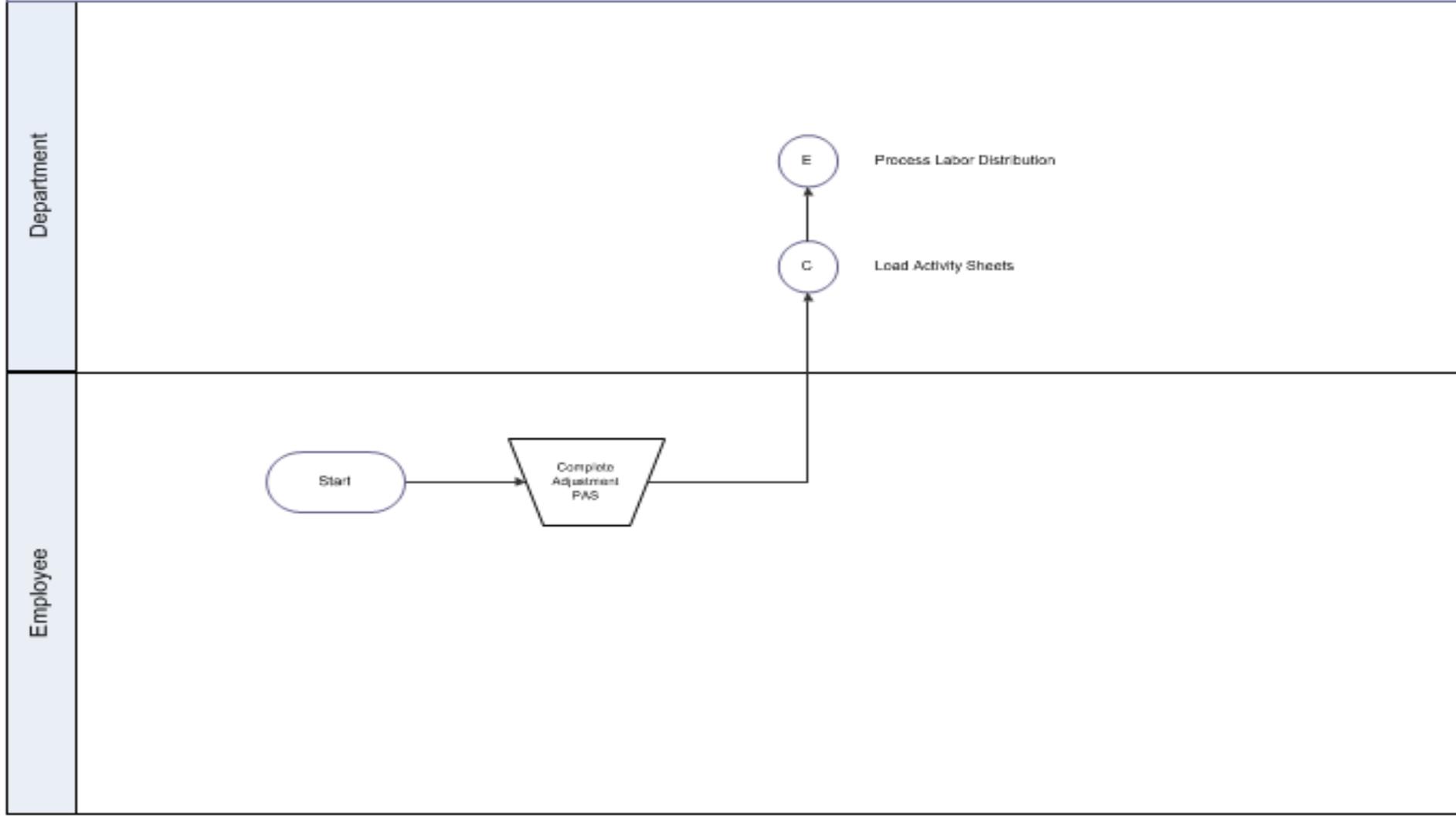


GL Enter and Process Labor Distribution – Resolve Labor Distribution Errors

Department



GL Enter and Process Labor Distribution – Process Adjustment Activity Sheets



Labor Distribution Technology Considerations

Interfaces:

- An interface from SCO to load employees into FI\$Cal and assign Employee IDs
- An interface to load payroll data into FI\$Cal from the SCO payroll system
- An Excel-based template to import Activity Sheets into FI\$Cal
- An interface to load departmental Activity Sheets into FI\$Cal from external time capture systems

Conversions:

- Historical payroll data will not be converted into FI\$Cal

Perform Labor Distribution

Department Roles

FI\$Cal End-User Role	Description
Department Activity Sheet Processor	The department end user who loads and updates Activity Sheets using the online Activity Sheet page or the Excel Activity Sheet upload process and runs the monthly Inbound Activity Sheet Interface (if applicable)
Department LD Processor	The department end user who runs the Labor Distribution Process and Labor Distribution reports
Department LD Maintainer	The department end user who maintains all department-level configuration for Labor Distribution

Process Allocations Overview

- The Allocations process creates GL journals to reclassify (allocate) *ledger balances* based on user-specified rules
- Similar to CALSTARS' cost allocation functionality
- Monthly or year-to-date amounts can be allocated
 - When allocating year to date amounts, journals can be configured to auto reverse
- Departments can define their allocations requirements
- There are no statewide allocations in Wave 1
- The FI\$Cal Service Center will maintain allocation configuration, but departments run the Allocations process
- Departments maintain the ChartField trees commonly used by allocations

Allocations Key Terms (1 of 2)

Term	Definition
Allocations	An automated process that creates General Ledger journals to reclassify (allocate) ledger amounts based on user-specified rules
Allocation Type	Defines an allocation's <i>calculation method</i> (copy, prorata, arithmetic, fixed percentage, fixed amount)
Allocation Pool	The <i>amount to be allocated</i> , typically balances from a ledger although other data sources can be used
Allocation Basis	The rules that determine how a pool is allocated. For example, if rent costs (the pool) are to be allocated to units or divisions on the basis of their office space occupied, those units' square footage used would be the allocation's <i>basis</i> .

Allocations Key Terms (2 of 2)

Term	Definition
Allocation Target	The ChartField combination(s) to which a pool is to be allocated. For example, when allocating administrative costs, the target is often the program(s) benefiting from those administrative services. This is typically a debit entry for an expenditure allocation.
Allocation Offset	The ChartField combination(s) to which an allocation is balanced, or offset. This is typically a credit entry for an expenditure allocation.
SpeedTypes	Shortcut codes used in GL and AR to populate an accounting string on a transaction

Allocation Types

➤ Copy

- Copies Pool amounts to the Target and Offset, optionally with percentage changes
- Example: Reclassify \$400 from one Program to another Program at 100% of original cost

Component	Account	Program	Amount
Pool	RENT	11001	\$40
	OFFICE SUPPLIES	11001	\$80
	TELEPHONE CHRGS	11001	\$80
	CUSTODIAL CHRGS	11001	\$200
Target	RENT	12001	\$40
	OFFICE SUPPLIES	12001	\$80
	TELEPHONE CHRGS	12001	\$80
	CUSTODIAL CHRGS	12001	\$200

Allocation Types

➤ Spread Evenly

- Spreads Pool amounts equally across the specified basis values
- Example: Allocate rent evenly across multiple Programs

Component	Account	Program	Amount
Pool	RENT	Clearing Program	\$400
Basis		11001	N/A
		12000	N/A
		13000	N/A
		22001	N/A
Target	RENT	11001	\$100
	RENT	12000	\$100
	RENT	13000	\$100
	RENT	22001	\$100

Allocation Types

➤ Allocate on Fixed Basis

- Spreads the Pool across the ChartField values from the Basis, using percentage amounts configured for each basis.
- Example: Allocate \$400 from a central repository to 4 differing programs

Component	Account	Program	Amount
Pool	RENT	CLEARING	\$400
Basis		11001	10%
		12000	20%
		13000	20%
		22001	50%
Target	RENT	11001	\$40
	RENT	12000	\$80
	RENT	13000	\$80
	RENT	22001	\$200

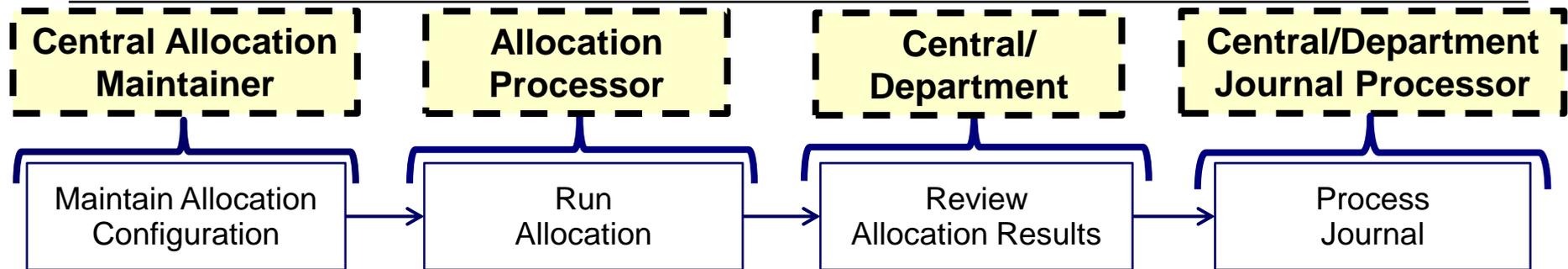
Allocation Types

➤ Prorata with Record Basis

- Spreads the Pool across the ChartField values from the Basis, based on each basis' percentage of total
- Example: Allocate rent across multiple Programs on the basis of each Program's office space square footage occupied

Component	Account	Program	Amount	Percent
Pool	RENT	CLEARING	\$400	-
Basis	FLOORSPACE	11001	100 SQF	10%
	FLOORSPACE	12000	200 SQF	20%
	FLOORSPACE	13000	200 SQF	20%
	FLOORSPACE	22001	500 SQF	50%
Target	RENT	11001	\$40	10%
	RENT	12000	\$80	20%
	RENT	13000	\$80	20%
	RENT	22001	\$200	50%

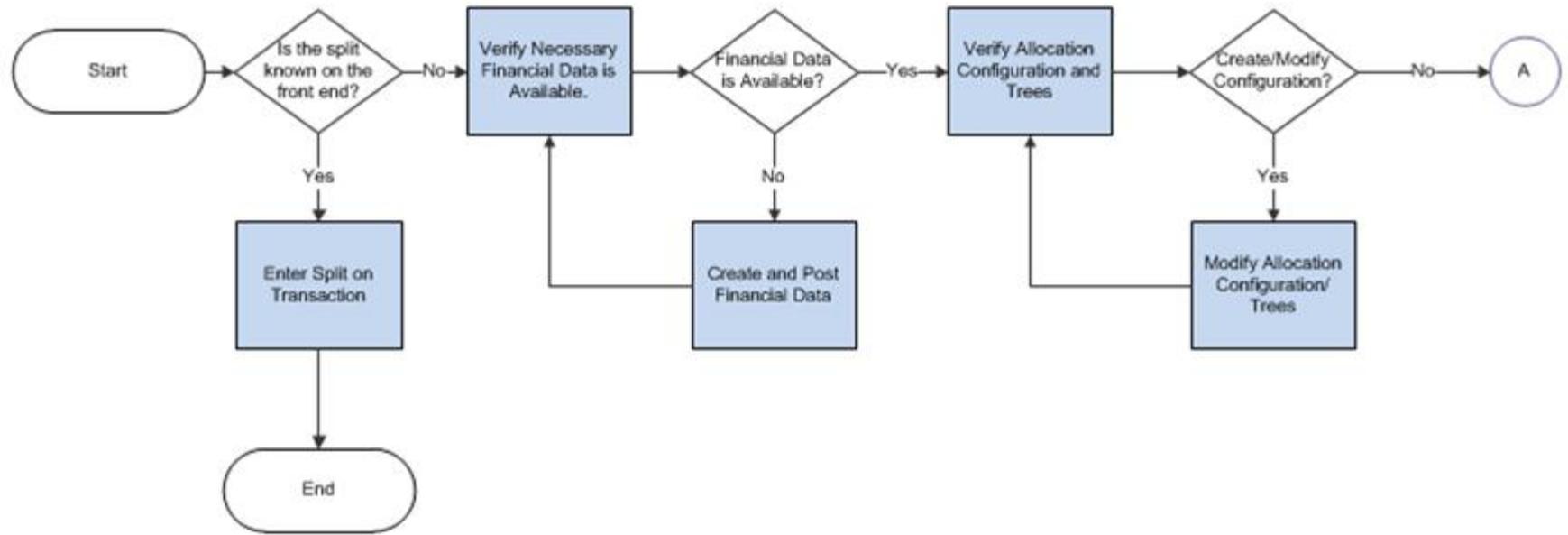
Process Allocations



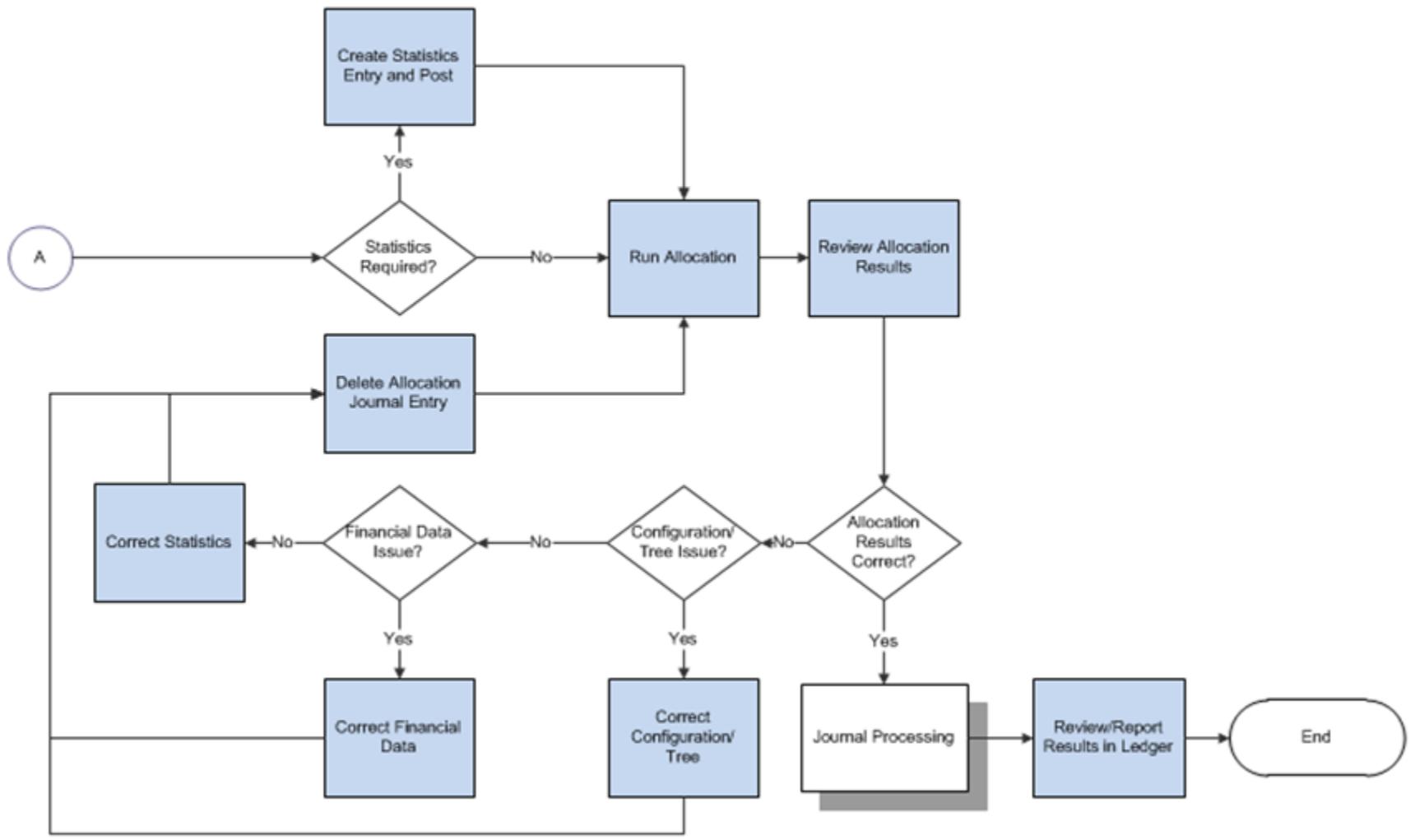
Key Points

- Allocations configuration is maintained centrally by the FSC
- Departments execute their allocations whenever needed – FSC involvement is not required

Central Allocation Maintainer/Processor



Central Allocation Maintainer/Processor



GL Allocation Department Roles

FI\$Cal End-User Role	Description
Allocation Processor	The central and department end user who processes Allocation Groups and verifies the allocation results. Departments will be given the ability to execute General Ledger Allocation processes when required.

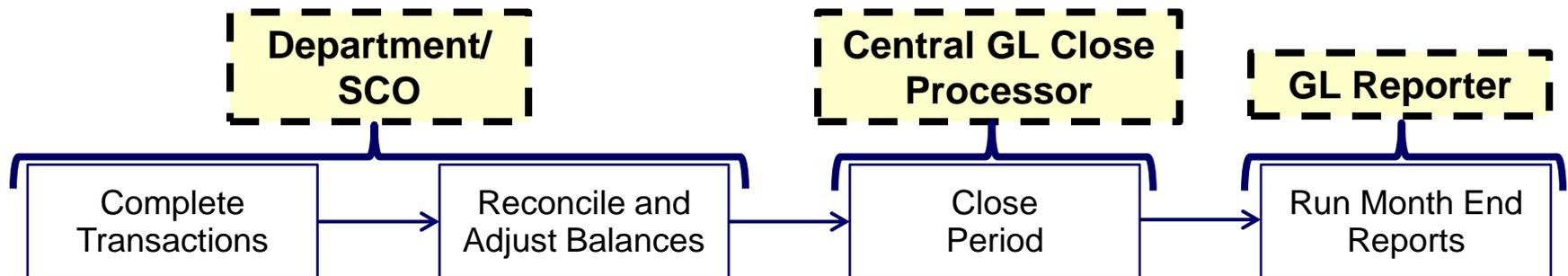
Financial Statements Overview

- Budgetary/Legal basis and CAFR reports will be created from FI\$Cal beginning in Wave 3
- Enhanced departmental reporting will be available in the FI\$Cal Hyperion Financial Management system beginning in Wave 3
- The SCO will be responsible for:
 - Opening and closing accounting periods monthly
 - Executing the General Ledger Year-End Close and Budget Year-End Close processes at the end of each fiscal year

Financial Statements Key Terms

Term	Definition
Period Close	A process that opens and/or closes accounting periods (months), thereby allowing or preventing entries from being recorded in them. Closing entries are not generated.
General Ledger Year-End Close	A process that generates closing entries for nominal Accounts and rolls forward opening balances for real Accounts
Budget Year-End Close	A process that generates budget ledger entries that: <ol style="list-style-type: none"> 1) Revert spending authority for expiring budgets and, 2) Roll forward into the next Budget Period (year) remaining spending authority for open budgets

Period Close

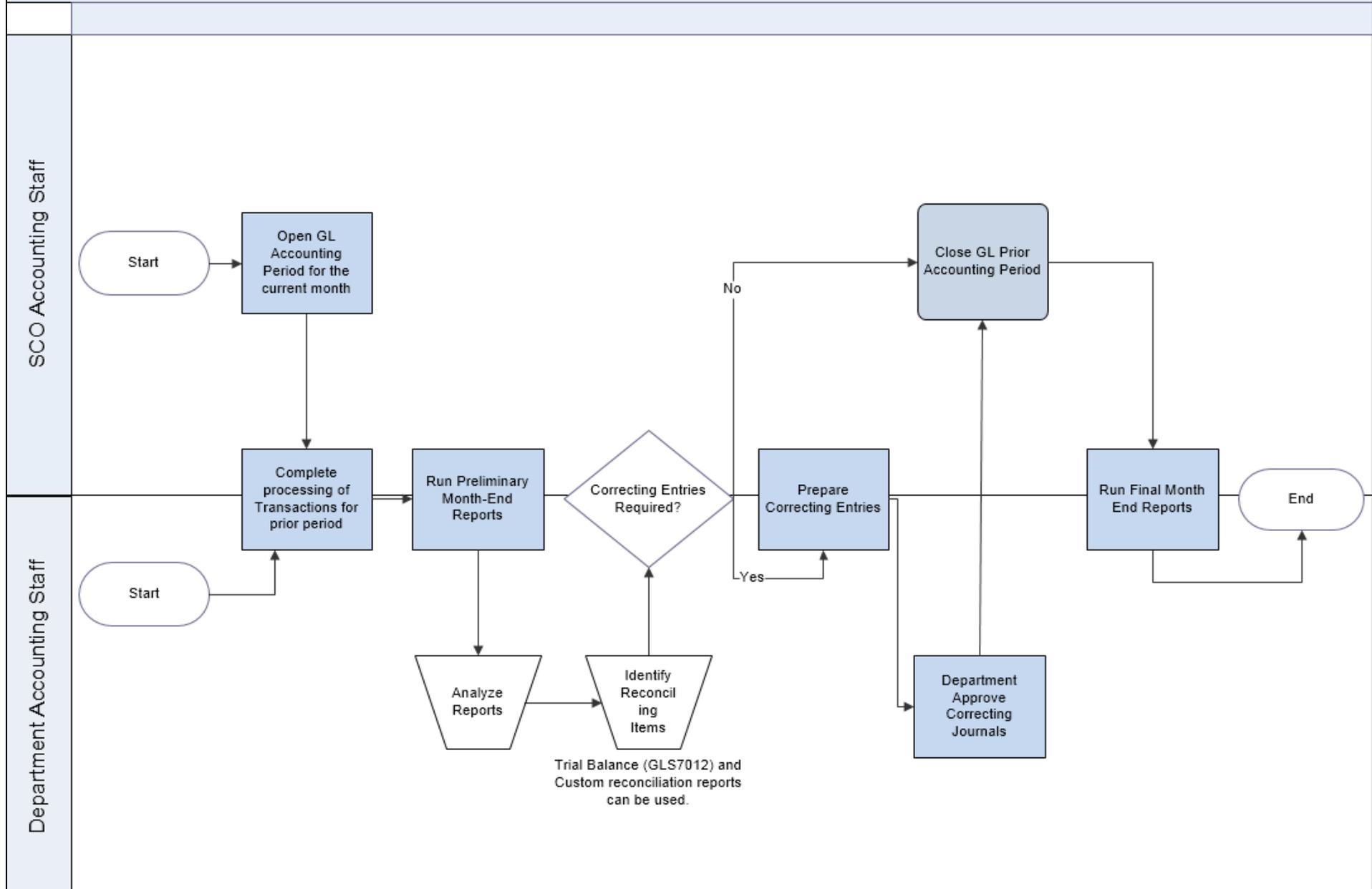


- Complete transaction processing
- Run preliminary reports

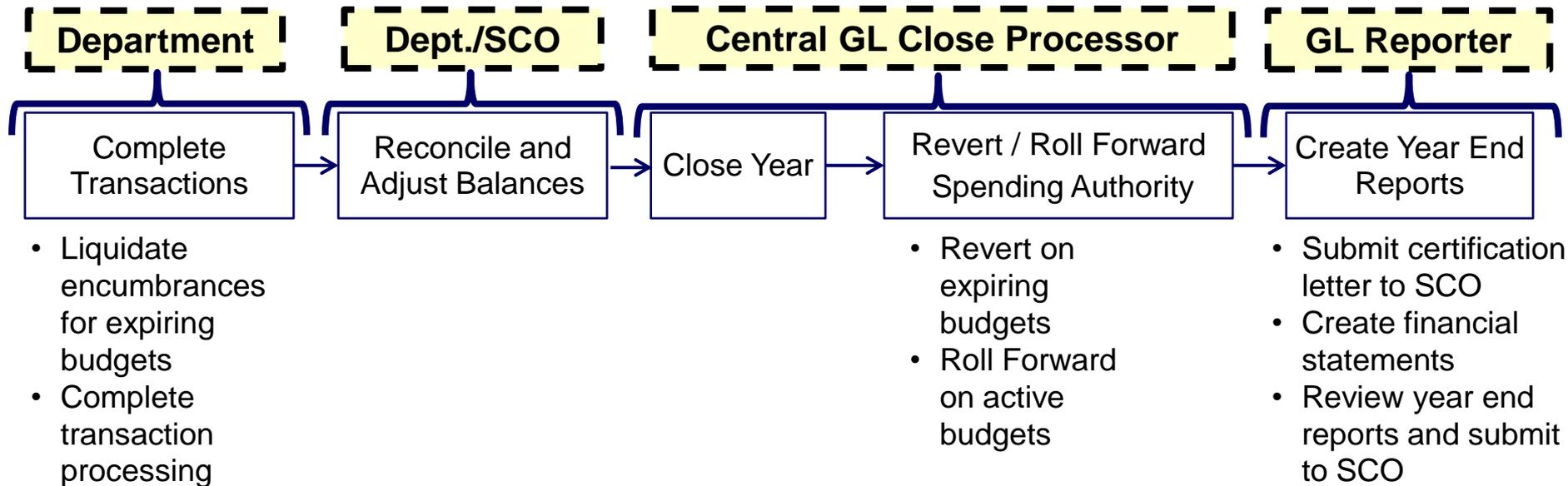
Key Points

- Journals may not be posted to closed periods
- Any journals pending posting when their target accounting period closes must either be deleted or posted to the next open accounting period
- Closing a period does not remove its transactions from the system

GL - Enter and Process Journals – Month End Close



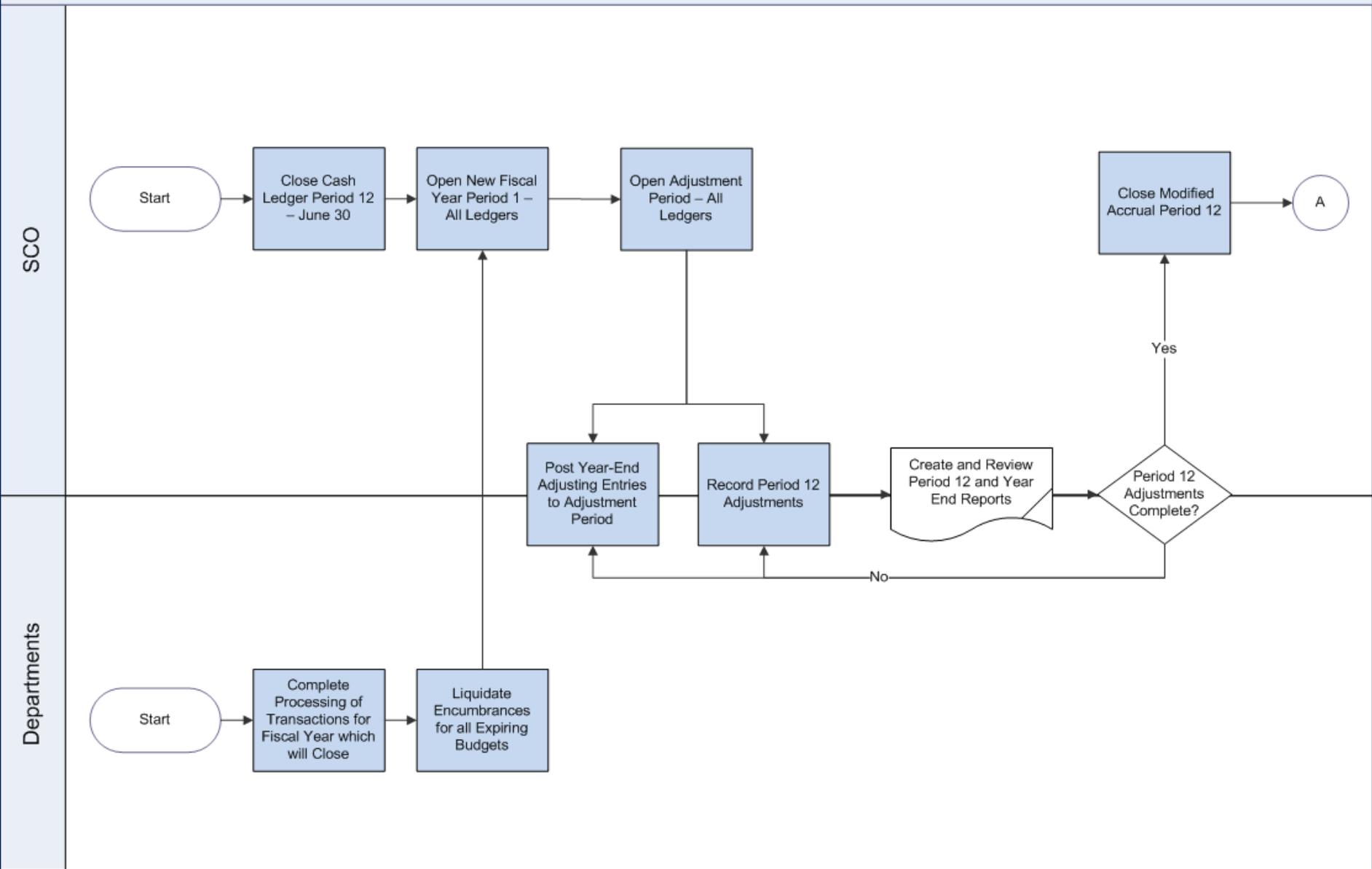
Year End Close (GL & Budget)



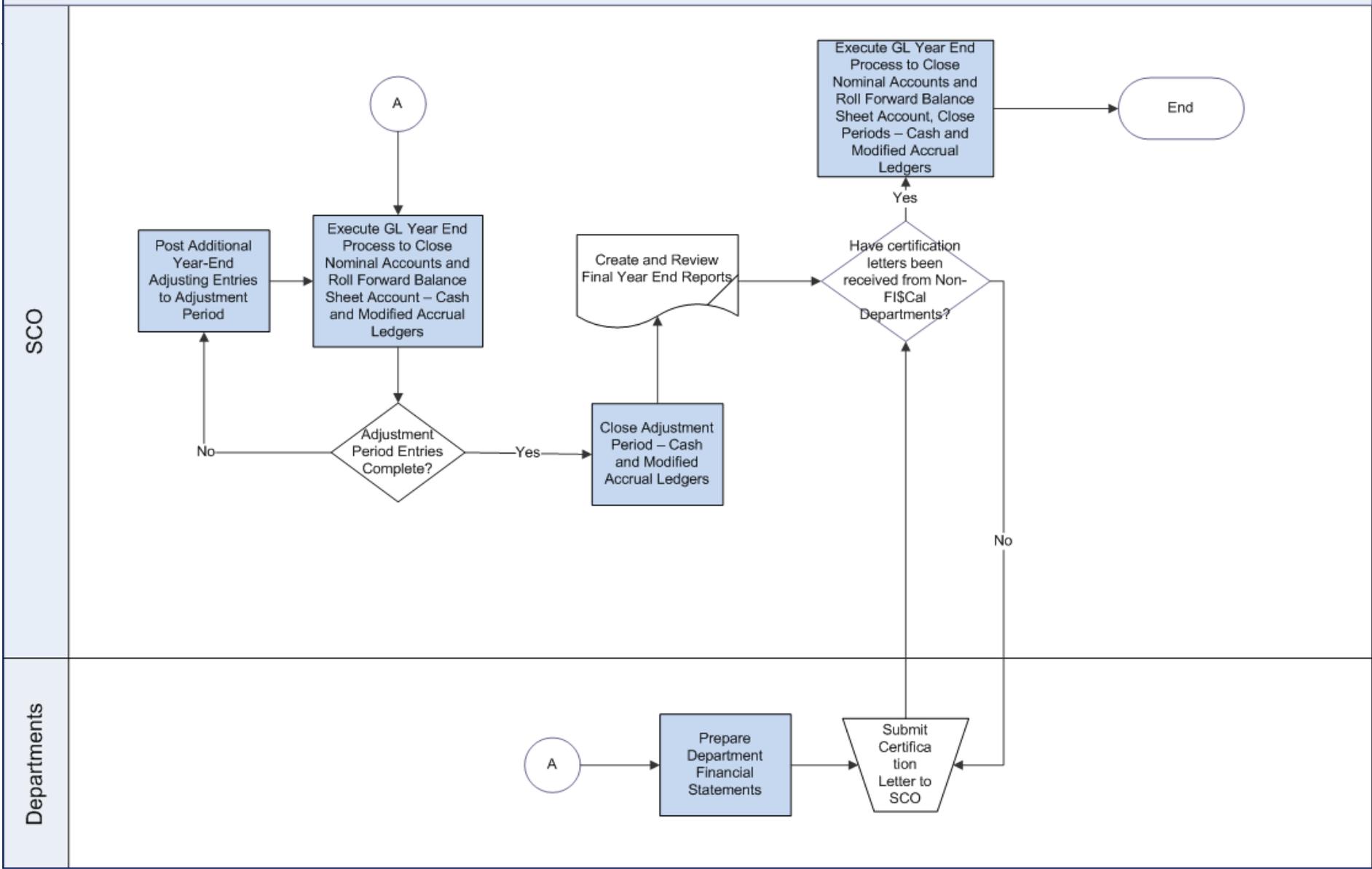
Key Points

- Year end GL adjustments are recorded in an *adjustment period* (“Period 13”) to distinguish them from standard monthly transactions or adjustments
- Year end accrual journals can be configured to automatically reverse in the first period of the following fiscal year

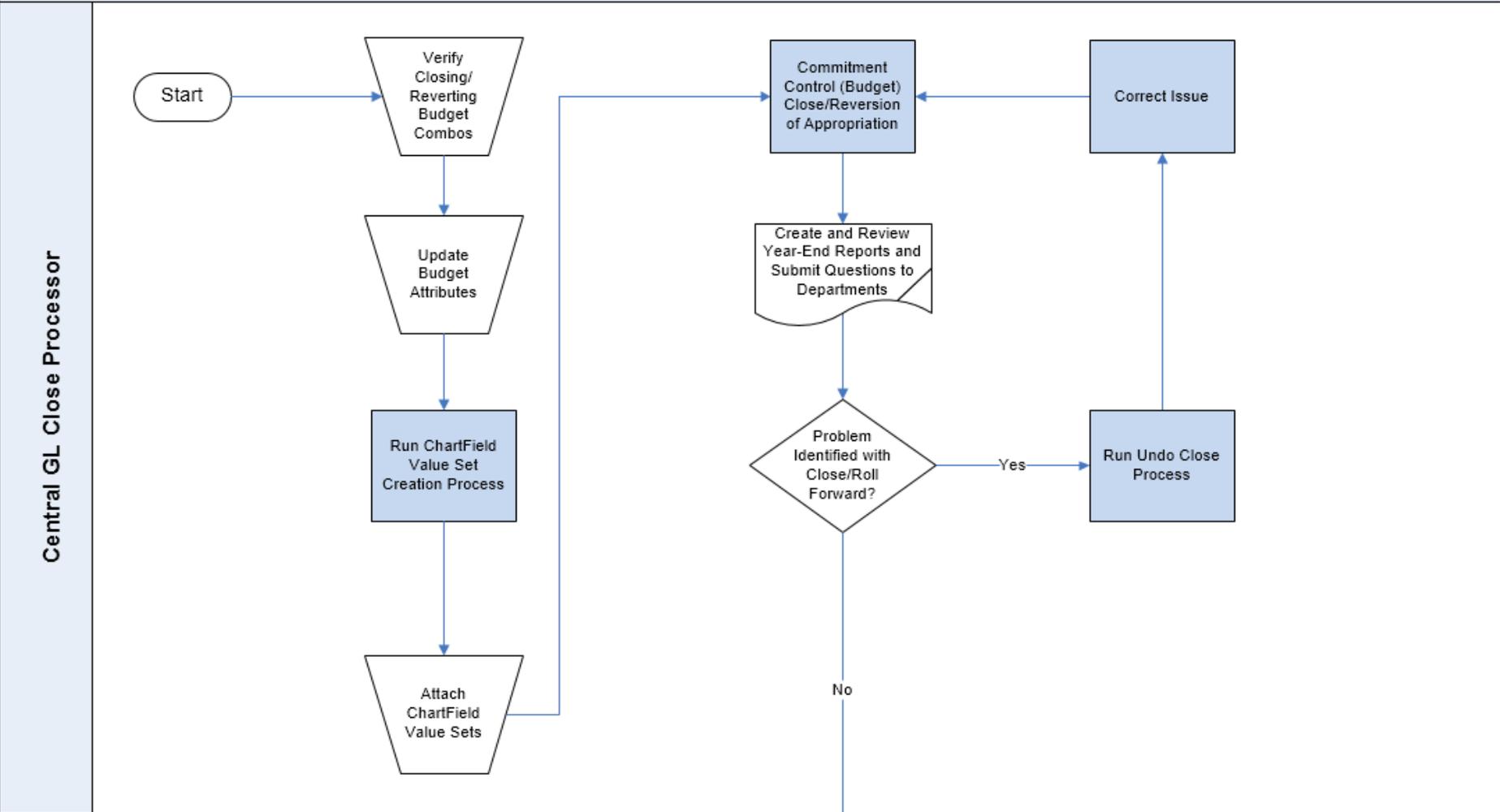
GL - Process Financial Statements – Year End Close



GL - Process Financial Statements – Year End Cont1



GL – Enter and Process Budget Journals – Budget Close



System Processing

Financial Statements Technology Considerations

- Interfaces:

- Year-End accrual entries recorded in FI\$Cal will be interfaced into the SCO Fiscal system
- FI\$Cal will provide a report based on an interface from SCO (“Tab Run”) to aid departments’ with their monthly SCO reconciliations

Financial Statements Department Roles

FI\$Cal End-User Role	Description
GL Viewer	The central and department end user who has access to General Ledger and Commitment Control online inquiry screens and read only access to Create Journal Entry pages
GL Reporter	The central and department end user who will run reports and distribute to the Department GL Report Viewer as required
Department GL Report Viewer	The department end user who will receive nightly batch distributed reports and have access to Report Manager

Next Steps

- Share BPW materials at your department
- Complete the BPW Change Impact Tool
- Review with your FI\$Cal CMO Department Readiness Coordinator
- Identify and work on updating internal department policies, processes, and documentation
- Prepare for:
 - Role Mapping Workshop – November 2014
 - Change Workshop – February 2015

General Ledger Change Impact Activity

- Description:
 - FI\$Cal walk through one example change impact
 - At your table, discuss how the FI\$Cal business processes and related change impacts may affect your department
 - Document **three impacts** in your BPW Change Impact Tool
- Roles:
 - **Facilitator** – Helps lead the discussion with your department on the FI\$Cal business processes and change impacts
 - **Recorder(s)** – Captures the department-specific impacts from the activity in your BPW Change Impact Tool
- Time:
 - You will have 30 minutes for this activity.

Question and Answer



FI\$Cal Project Information:

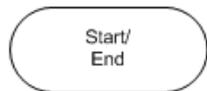
<http://www.fiscal.ca.gov/>

or e-mail the FI\$Cal Project Team at:

fiscal.cmo@fiscal.ca.gov

Appendix

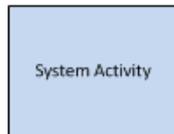
Guide to Symbols in Flows



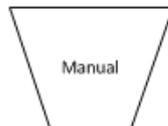
Start/End - Indicates point at which the process begins or ends. Does not represent any activity.



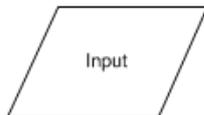
Decision - shows a decision point, such as yes/no. Each path emerging from the diamond is labeled with one of the possible answers.



System Task - Represents an individual step or activity in FI\$Cal.



Manual Task - Represents an individual step or activity in the process that is made out of FI\$Cal.



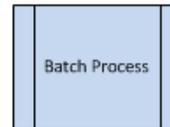
Input Documents - A paper document (or email) that is used for entering data in the process. For electronic data the Interface shape is used.



Connector - On/Off-Page Connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page. Connectors are labeled with UPPER CASE letters.



Interface - Data conversion from one electronic system to another.



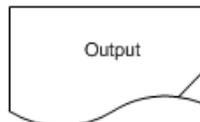
Batch Process - Represents a batch process within FI\$Cal.



Flow Arrow



Intra Integration Process - A input or Output to some other process within the same capability



Output Documents - An electronic document that is created by the process and can be printed (for example - any kind of report).

ChartField / UCM Codes Cross-reference

